Hughenden Primary School
Annual SEN Report 2021/2022

Hughenden Primary School, like all mainstream primary schools, is required by law to produce this Special Educational Needs (SEN) Report on an annual basis.

The school's SEND policy can be found here under the **About Our School** tab, then click on **Policies**:

http://www.hughendenprimary.co.uk/website/policies/160203

The annual SEN Report forms part of Hughenden's Local Offer and is available on the Buckinghamshire Local Offer website, linked to the school record, which can be found here:

https://www.bucksfamilyinfo.org/kb5/buckinghamshire/fsd/service.page?id=j0EpW0y-YwY

The purpose of a local offer is to enable parents and carers to see more clearly what services are available for children with SEND in their area and how to access them. The process extends to early years settings and all the information below forms Hughenden Primary School's local offer and shows how we provide for children with special educational needs and disabilities (SEND).

At Hughenden Primary School we strive to support ***all*** children to enable them to achieve their potential. We use various methods and tools to present learning opportunities to children and carefully differentiate tasks and outcomes to match individual needs. Quality first teaching is found throughout the school, however for some children there are occasions during their school life when additional support may be needed for a period of time to help them to achieve their targets; for others, further additional support may be needed from the outset and an Education, Health and Care (EHC) plan may be required. EHC plan's support a child with additional needs from birth to 25 years of age.

Hughenden Primary School's **Accessibility Policy** can be found here, click on **About Our School** tab, then **Policies**:

http://www.hughendenprimary.co.uk/website/policies/160203

Pupils with Medical Needs

If a pupil has a medical need, a detailed care plan will be compiled in consultation with parents/carers. This will be discussed with all staff who are involved with the pupil and appropriate support put in place.

Hughenden School's Administration of Medicines Policy can be found here, click on **About Our School** tab, then **Policies**:

http://www.hughendenprimary.co.uk/website/policies/160203

Identifying Pupils with SEND

Hughenden Primary School follows the guidance of the SEND Code of Practice 2014 and Buckinghamshire Guidelines which uses a graduated approach to the identification, assessment and provision for pupils with Special Educational Needs and Disabilities. The School carefully monitors the progress and attainment of all pupils and quickly identifies those not making adequate progress in line with expectations via the following methods:

- Feedback from classroom teachers;
- Classroom observations;
- Concerns raised by parent/carers or the child;
- Information from feeder Nurseries passed on prior to transfer into Reception;
- Year 1 Phonics Screening Test;
- Regular formative teacher assessments and tests e.g. Spelling test, Mental Maths test;
- Termly summative teacher assessments and tests e.g. optional SATs; end of topic tests;
- Analysis of end of KS1 SATs results and Teacher Assessment;
- Termly pupil progress meetings with the Class Teachers, Core Subject Leaders and Senior Leadership Team analysing all year group data;
- Referrals from outside agencies;
- Liaison with outside agencies, e.g. Educational Psychologists, Speech and Language Therapists, Occupational Therapists, Pupil's own GPs, Specialist Teaching Service.

Supporting the learning of pupils with SEND

All teachers at Hughenden Primary School are teachers of pupils with special educational needs and are responsible for the progress they make within their class. During lessons it is the teacher's responsibility to differentiate learning. Teaching staff are given training on strategies to use in the classroom with pupils who have specific needs. Children with SEND are set specific targets according to their area of need. These targets are set out within a SEN Support Plan or EHC Plan (see below):

- When a pupil is identified as having SEND, a SEN support plan will be put in place to outline the additional provision the pupil will receive in order to support their learning. Additional support may be delivered by an LSA under the direction of the class teacher in a group setting.
- If a pupil is deemed to have significant needs, the school may apply to the Local Education Authority (LEA) for an Education, Health and Care Plan (EHC).
- Specialist equipment may be used e.g. writing slopes, sensory cushions, ear defenders, pencil grips, specialist seating/footrests, dictophones, laptops, cameras/visualisers.
- Adaptations can be made to the learning environment to accommodate individual pupils e.g. seating positions, lighting, large or coloured print & paper.
- Intervention groups, run by LSAs, target specific areas of the curriculum such as phonics, handwriting, basic literacy and numeracy skills. Intervention programmes vary in length and pupils are often withdrawn from non-core lessons in order for the intervention to take place.
- Hughenden Primary uses a wide variety of additional interventions which can support pupils. These include: Read, Write Inc. for Phonics; Nessy for Spelling; RMeasimaths; Toe by Toe for

dyslexic pupils; The Power of Two for Numeracy; Speech and Language groups; Occupational Therapy, Physiotherapy Therapy activities, Social Stories groups and Nurture sessions. Pupil specific interventions may also be offered depending on the individual needs of the pupil.

- Some pupils with SEND may require more expert support from an outside agency such as a Speech & Language Therapist, Occupational Therapist or the Specialist Teaching Service.

- Any additional adult support is carefully managed to ensure that it is not unduly intrusive. However, SSA hours on a child's EHCP does not necessarily mean that the child is automatically entitled to 1:1 support in all lessons. Support can usually be delivered in a group setting which is beneficial for turn taking and social support.

- Access arrangements may be made for Year 6 exams where a specialist report identifies a need. Types of provision may include the use of a laptop, use of a scribe, use of a reader, extra time for completion of the test or movement breaks. Applications for access arrangements have to be submitted to the Department for Education and the support a pupil may receive is dependent on the scores they receive in specified tests alongside their history of need. Where a pupil requires arrangements to be made, they will usually need to be examined in a separate room from their peers.

- Where there is an identified medical need, further arrangements can be made following written advice from medical professionals.

- Emotional and social development is supported on a personalised basis. Some pupils require more targeted support which is offered in School through social skills groups, Forest School or the Nurture sessions; in addition, the School Nurse or CAMHs may be requested to offer pupils counselling & further help with more specific problems.

Educational Visits

- Hughenden Primary School offers a wide variety of trips and extra-curricular activities for pupils. We aim to support all pupils to enable them to attend trips, visits and take part in extra activities. A risk assessment will be completed for each trip and the needs of individual pupils are considered as part of this process. A decision will then be reached by the Headteacher, in collaboration with parents and class teachers, to decide whether or not it is possible for the pupil to attend. The safety and well-being of all participants and staff has to be considered as part of this process.

Assessing pupils with SEND

- Pupils who have support plans or EHC Plans have termly reviews to assess how they are performing in relation to their personal targets. These usually occur at Parents Evenings each term, where updated SEN support plans are available for parents to take home.

- In addition, pupils with an EHCP will have a formal review each academic year (Annual Review). Parents and any agencies involved with the pupil will be invited to this meeting to discuss progress and the provision which is in place. Some pupils being supported individually by an LSA may require more frequent communication with the parent/ carer and it may be appropriate for this to be delivered verbally daily or weekly.

- Assessments in preparation for reviews may be carried out by outside agencies such as the Speech and Language Team or the Educational Psychologist as deemed appropriate, as well as internal assessments by school staff to monitor progress.

- Pupils may also take part in modified assessments during termly assessment weeks (October, February & May) along with their peers.

Evaluating the effectiveness of provision for pupils with SEN

All interventions and support is monitored and evaluated by the SENDCO. Effectiveness of provision for pupils with SEND is evaluated in the following ways:

- Observations of pupils, teachers and LSAs;
- Pre and post intervention testing and analysis of the data collected;
- Analysis of pupil progress data, e.g. RAISEonline by Class Teachers, Subject Coordinators and Senior Leadership Team;
- Liaison with parents/carers;
- Liaison with outside professionals (where relevant);
- Monitoring of procedures and practice, e.g. through school self-evaluation processes;
- Termly monitoring of procedures and practice by the SEND Governor;
- Any external evaluation, or inspection, which enables the School to evaluate and compare the success of provision with other schools.

Facilities at Hughenden Primary School

- Hughenden Primary School is a single storey building and all classrooms are at ground level accessed via wide semi-automatic doors and with appropriate ramps/handrails as required.

- We are DDA compliant and have made additional adaptions for pupils with specific requirements, e.g. painting door frames, raised ground areas, etc. with yellow lines to accommodate visually impaired pupils; push button operated automatic double doors in the main corridor.

- Personal Emergency Evacuation Plans (PEEPS) are in place for every child with a physical difficulty to ensure their safety in the event of a fire or other emergency.

- Evacuation and Lock Down procedures are in place and are practised regularly with the pupils and staff.

- We are privileged to have a large sports field with an outdoor classroom/pavilion and two tarmac playgrounds for the children to enjoy. As part of their uniform requirements, all children must have a pair of wellington boots or suitable outdoor shoes and a coat in school so that they can enjoy the outdoor space whatever the weather.

Training for Staff

- Staff at Hughenden Primary School are highly trained and skilled with a wide range of qualifications to enable them to support pupils. Many of our experienced LSAs have expertise in a variety of subjects including literacy, numeracy, speech and language, occupational therapy, visual impairment, hearing impairment, Down's Syndrome and Autistic Spectrum Disorders.

- Through the monitoring and evaluation of SEND provision, the SENDCO and Senior Leadership Team identify the professional development needs of staff. Continued Professional Development (CPD), where appropriate, is closely linked to the School Development Plan and appraisal objectives and can either be school based (delivered by the SENDCO or other experienced staff) or delivered through specialist agencies externally. Staff who attend additional courses disseminate information at staff meetings. Whole school in-service training sessions are arranged, as appropriate, in response to particular needs within the school.

- Where necessary, specialist training has been accessed through the Specialist Teaching Service. Individual staff have also had further, or more specific training on how to support pupils with individual needs from specialists, through external training courses or from the SENDCO.

- In addition, appropriate staff are trained in line with any medical needs that are set out within

Health Care Plans for individual pupils, e.g. delivering eye drops; and all staff have Epi Pen and asthma inhalers/volumisers training.

- Many staff have basic First Aid training with appropriate levels of staff having more extensive First Aid qualifications.

- All staff have attended PREVENT & safeguarding training this academic year.

Communication & Consultation

At Hughenden Primary School, parents are valued partners in their child's education. All parents are encouraged to discuss any concerns, issues or successes by arranging a meeting with their child's class teacher at the earliest opportunity. The teacher may observe the child further and/or consult with other teachers and the SENDCO before feeding back to parents about their concerns and next steps. If, after consulting with the teacher, parents are still concerned then they are welcome to contact the SENDCO.

- When a child transfers from one school year to the next, records and plans are also transferred to the new class teacher so that continuity is maintained. Parents are encouraged to arrange an appointment with the new class teacher to assist in the handover; however, in the primary setting, when children can develop or mature quite considerably over the summer, it is often preferable to wait until the new school year and give the child chance to settle in the new environment and the class teacher time to have some observations to suggest or comment upon.

- **Parent/teacher consultation evenings** are held in the Autumn and Spring terms. These are a chance for parents to meet with teachers to discuss their child's learning and progress including areas in which they need extra support or additional challenge. The children are welcomed and encouraged to be a part of these meetings so they are able to hear how well they are doing and what targets they have to make their next steps of progress. A further opportunity to meet formally with teachers is available after publication of the End of Year Report in July.

- In addition to Parent's Evenings, an **Annual Review** takes place for children with an EHCP once per academic year. Parents and children are encouraged to attend to offer their views in person as well as in writing. The SENDCO sets the dates of the Annual Reviews in the School diary and parents are notified of the date and invited to attend at least 6 weeks prior.

The School's Partnerships

Links with other schools

- Good links exist between Hughenden Primary School and its feeder nursery schools. Class Teachers and Learning Support Assistants (LSAs) are encouraged to visit nurseries, especially during the summer term, to meet and assess children who will transfer to the school in September. Nursery Staff are also invited to visit the School Foundation Stage class. Where necessary, the SENDCO will also attend visits for children who are already known to have special educational needs or disabilities.

- In addition, Hughenden Primary School welcomes the teachers and SENDCOs from local secondary schools, to which its Year 6 pupils are transferring, to meet children and Year 6 teachers and discuss pupils' achievements and needs. Observations may be made on request and SEN records and other relevant documents are passed on to pupils' new schools. For children with EHCPs, transition arrangements are agreed at the pupil's Year 6 Annual Review which is always held in the summer term.

Links with other professionals

- Close links are maintained with the Local Authority Support Services to ensure that the school makes appropriate provision for pupils with special educational needs. Where it is necessary to contact external agencies, the SENDCO will make arrangements and consult with parents/carers accordingly. These agencies include, but are not limited to:

- Educational Psychologists;
- Specialist Teaching Service (Visual Impairment team, Hearing Impairment Team, Down's Syndrome Team, ASD Team, Physical Disabilities Team);
- Speech and Language Service;
- Occupational Therapy Service;
- School Nurse;
- Pupils' GPs;
- Social Care;
- Woodlands Pupil Referral Unit;
- CAMHS;
- NHS Services e.g. Physiotherapists, Paediatricians.

Hughenden Primary School Key Contacts

Interim Headteacher: Miss Jo Garlick
Interim Deputy Headteacher: Mrs Helen McCammond
SENDCO: Mrs Julie Wainwright
SEND Governor: Mrs Pat Beveridge
Chair of Governors: Mr David Sparks

Hughenden Primary School
Spring Valley Drive
Hughenden
High Wycombe
Buckinghamshire
HP14 4LR

Telephone: 01494 562501

Email: office@hughendenprimary.co.uk

Website: www.hughendenprimary.co.uk

Arrangements for Complaints

- It is in everybody's interest to try and resolve concerns informally without invoking formal complaints procedures. If parents are unhappy with any aspect of provision they should, in the first instance, discuss the problem with the class teacher.

- If the parent is not satisfied with the class teacher's comments or the situation does not improve then they should arrange an appointment with the SENDCO stating clearly what they are unhappy about and what they would like to see happen regarding their concern.

- If a parent has spoken to both the class teacher and SENDCO and still feels the issue is not resolved satisfactorily, then they may wish to make an appointment to see the Headteacher.

- Further advice or guidance may then be sort by contacting the Chair of Governors.

- Hughenden's complaints policy can be found here under the **About Our School** tab, then click on **Policies**:

  http://www.hughendenprimary.co.uk/website/policies/160203

Buckinghamshire's Local Offer

- Buckinghamshire County Council, along with all other local authorities, are required to publish information about services they expect to be available in their area for children and young people from birth to 25 who have Special Educational Needs and/or Disabilities.

- This is known as the 'Local Offer'. The Local Offer outlines all services and support available across health, education, social care and leisure services and will improve choice and transparency for families. For further information about the Buckinghamshire Local Offer please visit:

  www.bucksfamilyinfo.org/localoffer

  If you wish to contact Buckinghamshire County Council about the Local Offer please call 01296 383065 or email familyinfo@buckscc.gov.uk