

Local Offer: Guidance for Primary Schools/Academies

Teaching and Learning

- What additional support can be provided in the classroom?
- What provision do you offer to facilitate access to the curriculum and to develop independent learning? (This may include support from external agencies and equipment/facilities)
- Staff specialisms/expertise around SEN or disability
- What ongoing support and development is in place for staff regards supporting children and young people with SEN?
- What arrangements are made for reasonable adjustments and support to the child during tests and SATs?

Learning and teaching

The children are central here at St. Clare's RC Primary and, as a school, we aim to ensure the following to maximise progress for each pupil.

- Teaching and learning strategies are matched to pupil's individual needs.
- High expectation in all areas, including presentation
- Challenging but attainable goals
- Effective differentiation in planning and lessons
- Development of independence and 'learning to learn'.
- Positive and industrious classroom culture
- Marking and feedback provided details for pupils on how to improve
- Positive pupil attitudes, showing care over both content and the presentation of their work
- Subject knowledge is of a high standard and has a clear impact on outcomes for all pupils
- Additional TA support is deployed where pupils are in need of extra support to ensure all pupils are able to access the curriculum
- Support/expertise is sought from a number of specialist settings to support the teaching of pupils with SEN
- During SATs and other internal tests, reasonable adjustments are made for pupils with additional needs

Annual Reviews

- What arrangements are in place for review meetings for children with Statements or Education, Health and Care (EHC) Plans?
- What arrangements are in place for children with other SEN support needs?

Annual reviews

For pupils who have a statement of special educational needs a pupil review is held once a year and involve the SENco, class teacher, the pupil's key workers, parents and carers and where necessary, the school nurse, representatives from the Local Authority and other multi agency staff. These meetings are informative, inviting and helpful to all staff involved, parents and carers.

Parents are invited via letter to these reviews at least 2/3 weeks prior to the meeting.

In addition, for all pupils with SEN needs, parent/carers are invited once a term to review their child's provision and individual education plans (IEPs) with their child's class teacher and are given the opportunity to discuss new targets and how their child's additional needs are being met in school.

Keeping Children Safe

- How and when will a risk assessment be done? Who will carry out the risk assessment?
- What handover arrangements will be made at the start and end of the school day? Do you have parking areas for pick up and drop offs?
- What arrangements will be made to supervise a child during breaks and lunchtimes?
- How do you ensure my child stays safe outside the classroom? (e.g. during PE lessons and school trips)
- Where can parents find details of policies on bullying?

Pupils' safety is paramount at St. Clare's RC Primary and several measures are taken to ensure your child is safe whilst attending school such as;

- Risk assessments are completed before any off-site activity by our educational visits co-ordinator.
- Pupils are only handed over to people who are on a pupils contact list, unless the school office and/or class teacher have been informed beforehand. Pupils in the upper part of the school (year 5&6) require a walk home alone pass to be allowed to leave school without a suitable adult to accompany them. This is issued on receipt of a letter from the pupil's parent/guardian. Entry in to the school car-park is strictly forbidden during the times of 8:45-9:15 and 2:45-3:30pm.
- There is now a barrier system in place for both entrances of the school site. This is to protect pupils from vehicles coming onto the school drive.
- During lunch and break times ample teaching staff and lunchtime organisers supervise pupils and a member of staff is always at first aid.
- Bullying at St. Clare's is completely unacceptable and has no place in our school community. Our Anti-Bullying policy can be found on our website under the policies section which outlines the steps that should be taken if you have concerns that your child is being bullied.
- An anti-bullying week is organised and ongoing work with pupils to raise awareness is done through PSHE sessions.
- Regular governor learning walks are conducted to evaluate pupil's safety.
- SLT, CPO and Inclusion Lead meet weekly to discuss behaviour, safeguarding, parental complaints, review systems, issues arising to identify possible trends and take direct action where applicable.

Health (including Emotional Health and Wellbeing)

- What is the school's policy on administering medication?
 - How do you work with the family to draw up a care plan and ensure that all relevant staff are aware of the plan?
 - What would the school do in the case of a medical emergency
 - How do you ensure that staff are trained/qualified to deal with a child's particular needs?
 - Which health or therapy services can children access on school premises?
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- All prescribed medication is administered by a member of staff trained in first aid; once it has been signed in by a parent at the office and parental consent has been given.
 - All Pupils with a medical condition which require adjustments, above that of other pupils, will have a medical plan drawn up by a first aider in consultation with parents. This plan will be reviewed annually, where applicable, and discussed with a pupil's new class teacher during a transition meeting towards the end of the summer term.
 - In the regrettable event of a medical emergency, appropriate medical assistance will be sought and parents informed as soon as possible.
 - A large number of staff within St. Clare's are trained to administer first aid and training is renewed regularly.
 - St. Clare's follow a structured SRE (sex relationship education) programme and details can be found on the website.
 - An induction pack is given to all supply teaching staff, which includes a concern reporting sheet, a visual medical list, a nut allergy warning, and a supply feedback sheet.

Communication with Parents

- How do you ensure that parents know “who’s who” and who they can contact if they have concerns about their child?
- Do parents have to make an appointment to meet with staff or do you have an Open Door policy?
- How do you keep parents updated with their child’s progress?
- Do you offer Open Days?
- How can parents give feedback to the school?

Here at St. Clare’s we operate an open door policy and there are a number of ways Parents / carers can contact us in a range of ways including:

- By telephone
- By email
- Through a face to face meeting
- Home-school diaries
- Website

Although we operate an open door policy, an appointment is advised if a parent/carer wishes to speak to someone in particular to ensure they are available to meet.

Twice yearly, parents/carers are invited to parent’s evenings and we regularly hold workshops in EYFS and KS1 to support their child’s education and help their understanding of their child’s education. In addition, parents can ring school and discuss progress at any other time through the year.

Annual school reports are sent towards the end of the summer term. These clearly show the child’s progress level to date and show your child’s attainment level against national expectations. Parents and carers are invited to discuss the report at the July parents evening.

School newsletters are regularly sent out informing parents and carer’s what has been happening in school. Special events that are held in school are well attended by parents and carers, such as Christmas Concerts, Year 6 Leavers celebration, individual class assemblies to name just a few. These are sent to parents via text message.

Each year, parents and carers are asked for their views/feedback in regards to matters such as communication between home/school, school meetings, events in school, reports/information on your child, behaviour of the children, and views of the school. This information is collected and shared with parents. The senior leadership team then use its findings to improve the home/school link further.

Working Together

- Do you have home/school contracts?
- What opportunities do you offer for children to have their say? e.g. school council
- What opportunities are there for parents to have their say about their child’s education?
- What opportunities are there for parents to get involved in the life of the school or become school governors?
- How does the Governing Body involve other agencies in meeting the needs of pupils with SEN and supporting their families? (e.g. health, social care, voluntary groups)

Parent and carer’s are encouraged and invited to become more involved in their child’s education, are also asked their views about school and their child’s education every summer through the parent’s/carers questionnaire.

Parents are encouraged to be proactive in whole school life whilst their child is with us and are welcomed to join our Parent Teacher Group, support class trips, attend parent workshops, support fundraising events, attending whole school events and attending school masses.

What Help and Support is available for the Family?

- Do you offer help with completing forms and paperwork? If yes, who normally provides this help and how would parents access this?
- What information, advice and guidance can parent's access through the school? Who normally provides this help and how would parents access this?
- How does the school help parents with travel plans to get their child to and from school?

Here at St. Clare's we have a designated parent liaison officer called Sarah who is employed to support parents in any way she can and ensure all pupils attend school regularly to maximise their learning. Parents are welcome to contact school and speak to Sarah in relation to any support or advice they may need.

We also have an inclusion lead, Caroline Sylvester, who is employed to oversee the inclusion of all pupils. She helps to lead on behaviour, safeguarding and supports the SENco to ensure all pupils are safe, happy and making progress in line with their ability.

Transition to High School

- What support does the school offer around transition? (e.g. visits to the high school, buddying)

Transition to high school can be daunting for year 6 pupils; especially pupils with SEN. For SEN pupils with a statement of special educational needs, discussion with families at the year 5 annual reviews and an opportunity to visit preferred High School can be arranged to help parents and pupils decide on which high school will best meet the pupil's needs.

Once a high school has been selected, work with the children in the classroom about transition to year 7 is done throughout the summer term as part of our work on Social and emotional aspects of learning (SEAL).

In addition, for pupils who need additional visits to high school, an individualised programme of planned visits by the pupil to their high school during the spring / summer term in year 6 are organised by the SENco and supported by year 6 staff.

Social stories are also used to aid transition for our pupils with SEN who require additional transitional support.

Extra Curricular Activities

- Do you offer school holiday and/or before and after school childcare? If yes, please give details.
- What lunchtime or after school activities do you offer? Do parents have to pay for these and if so, how much?
- How do you make sure clubs and activities are inclusive?
- How do you help children to make friends?

School provide a before and after school club provided by tiddlywinks for a small charge and all details can be found on our website. In addition to this service, we have a daily timetable challenge before school where pupils from year 2 upwards are encouraged to attend and learn their timetables. This club is completely free of charge and is always well-attended by our pupils.

Here at St. Clare's we pride ourselves on the wealth of after school clubs we have on offer. All clubs are offered on a term by term basis and are organised by Mr Lockwood, one of our educational support assistants. All clubs are subject to a £1 donation. A full list of all our after school clubs are available on our website.

St. Clare's were awarded the Sainsbury's GOLD sports mark which was a huge achievement and one which we are proud of.