

Our Local Offer for Special Educational Needs and/or Disability

Please click the relevant words on the wheel to be taken to the corresponding section.



Please see the following page for information on this setting's age range and setting type

Our Local Offer for Special Educational Needs and/or Disability

----- Click here to return to the front page -----	
Name of Setting	
Type of Setting <i>(tick all that apply)</i>	<input checked="" type="checkbox"/> Mainstream <input type="checkbox"/> Resourced Provision <input type="checkbox"/> Special <input type="checkbox"/> Early Years <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Post-16 <input type="checkbox"/> Post-18 <input type="checkbox"/> Maintained <input checked="" type="checkbox"/> Academy <input checked="" type="checkbox"/> Free School <input type="checkbox"/> Independent/Non-Maintained/Private <input type="checkbox"/> Other (Please Specify) <input style="width: 150px; height: 20px;" type="text"/>
Specific Age range	11-18
Number of places	September 2018 – 209 students on role
Which types of special educational need do you cater for? <i>(IRR)</i>	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input checked="" type="checkbox"/> We are an inclusive mainstream setting catering for children and young people with a wide range of needs who are able to demonstrate capacity for accessing the mainstream curriculum with differentiation and support. </div> <div style="width: 35%;"> <input type="checkbox"/> We are an inclusive setting that offers a specialism/specialisms in </div> </div> <div style="border: 1px solid black; height: 150px; width: 100%; margin-top: 10px;"></div>

The requirements for the SEN Information Report have been incorporated into this document, based on the latest draft version of *the Special Educational Needs (Information) Regulations* (correct as of May 2014). Questions providing information required as part of the Information Report Regulations are shown using the letters **IRR** (Information Report Regulations).

Our Local Offer for Special Educational Needs and/or Disability

Questions from the Parent/Carer's Point of View:

----- [Click here to return to the front page](#) -----

Identification

How will you know if my child or young person needs extra help? *(IRR)*

At Laurus Cheadle Hulme, we are committed to the early identification of students with SEND. Our Head of Year and SEND team work with our partner primary schools to collate information on the specific needs of students with SEND. We also collaborate with all of the relevant outside agencies and with parents, to ensure that a full picture of need is established. They ensure that we have the right information so that the best possible provision, intervention and support can be put in place from the start of a student's time in our school.

We closely monitor the academic performance of all of our students via progress data which is reported termly. This allows us to target underperformance and to provide students with the right support to achieve their potential. We also screen students for potential literacy issues in the first term, to identify students who are in need of extra support. Our pastoral team monitor the social and emotional well-being of our students and pick up concerns raised by staff, parents and the students themselves. This allows us to help students to develop within a supporting and caring environment.

What should I do if I think my child or young person needs extra help?

If you have any concerns about your child or young person and you think that they may need some extra help, then you can contact the following people;

Year 7 SEND Lead –Victoria Gowen- victoria.gowen@laurusheadleulme.org.uk

Trust Director of SEND – Emma Warrington email emma.warrington@chhs.org.uk

Where can I find the setting/school's SEND policy and other related documents? *(IRR)*

The schools SEND policy and other relevant policies can be found on the school website. *(IRR)*

Our Local Offer for Special Educational Needs and/or Disability

----- Click here to return to the front page -----

Teaching, Learning and Support

How will you teach and support my child or young person with SEND? *(IRR)*

How will you teach and support my child or young person with SEND? *(IRR)*

The school teaches students with SEND in accordance with the Stockport Local Offer.

Laurus Cheadle Hulme is committed to ensuring full entitlement and access for students with SEND, to high quality education within a broad, balanced and relevant curriculum. We will maintain a standard whereby all staff within our school are aware of the importance of identifying and providing for those students who have special educational needs.

How will the curriculum and learning environment be matched to my child or young person's needs? *(IRR)*

All staff are dedicated to ensuring that the curriculum for students with SEND is tailored appropriately to meet their individual needs. We educate students with SEND, wherever possible, alongside their peers in the classroom, using a differentiated curriculum that provides a variety of learning opportunities for all students.

The Learning Support team produce a 'School Focused Plan' for each student with SEND, to outline specific strategies to be used by their teachers to support and plan for their individual needs. The plan also includes information on the student's strengths, difficulties and interests as well as targets for improvement. These documents are produced in conjunction with the student and their parents, to ensure that they are highly personalised. These documents are reviewed and amended on a continuous basis to ensure that they remain relevant.

The Learning Support Team will liaise with parents, children and young people and the appropriate outside agencies to make sure that reasonable adjustments are made to make sure that children and young people are fully included and supported.

For the first year of the schools opening, we will be based in temporary accommodation. Unfortunately, this means that we will not have the facilities to provide additional support such as one to one and small group intervention outside of the mainstream classroom. This means that in the first year of the schools opening, we may not be able to accept applications from some students with an EHCP, due to the lack of provision and resources that we have available to meet their complex needs. We recognise that some students require this support and once the school is fully operational, we will be able to extend the provision available for students with special educational needs and disability.

Our Local Offer for Special Educational Needs and/or Disability

----- Click here to return to the front page -----

Teaching, Learning and Support

How are the setting, school, or college's resources allocated and matched to children or young people's needs?

The management of the SEND budget is the responsibility of our Senior leadership team in collaboration with the Trust Director of SEND, and regular discussion and monitoring takes place to ensure that resources are allocated appropriately.

We use performance data, and careful provision mapping, to make decisions on the best strategy to implement for each student, to ensure that they are able to make progress academically, emotionally and socially.

How is the decision made about what type and how much support my child or young person will receive? Who will make the decision and on what basis? *(IRR)*

For students entering our school, transition information collated by our Head of Year and SEND department, as well as prior attainment data, will inform the level and nature of the support provided for students with SEND. The decision on the provision that is necessary to meet a student's needs, will rest with the Trust Director of SEND.

The Trust Director of SEND and the SEND Lead will continuously monitor the progress of students with SEND, both academically, socially and emotionally in conjunction with the rest of our pastoral team. The Trust Director of SEND and the SEND Lead will use academic progress data, as well as feedback from parents, staff and outside agencies, to measure their progress. The support and provision provided will be determined by their level of need and will be decided by the Trust Director of SEND.

How will equipment and facilities to support children and young people with SEND be secured? *(IRR)*

We are committed to ensuring that the necessary equipment and facilities are in place for all of our students. We regularly review our Disability Access plan, to ensure that we continue to develop the learning environment so that it is fully accessible for students with SEND. We seek advice from Occupational therapists and other relevant external agencies for individual students, to ensure that we have professional advice on the equipment and facilities we require. We use our SEND budget to procure equipment to support students with SEND where necessary.

How will you and I know how my child or young person is doing and how will you help me to support their learning? *(IRR)*

Our Local Offer for Special Educational Needs and/or Disability

----- [Click here to return to the front page](#) -----

Teaching, Learning and Support

Each student's progress is assessed by their subject teacher. This is done continuously via internal assessments which are used to produce a termly progress check, which is sent home to parents. There will be an annual parents evening for parents/carers to discuss their child's progress in more detail, and to discuss how they can be further supported at home.

The Head of Year, Head of House and the Learning Support Team, are responsible for monitoring, evaluating and reviewing the progress of learners within their respective areas. This team of people collaborate and communicate concerns regarding the progress of identified learners, and decide on the best form of action to take to ensure that each student has the support necessary to achieve their full potential.

Parents with concerns throughout the course of the academic year are welcome to contact the Head of Year, Head of House or SEND Lead.

Parents are invited to attend events throughout the year which are designed to support parents to support their children at home. This includes the following events;

- SEND welcome evening
- Literacy evening
- Parent consultation evening

How does the setting, school or college consult with and involve children and young people with SEND in planning and reviewing their education? *(IRR)*

Students with SEND jointly create their School Focused Plan in conjunction with the SEND Lead and with their parents.

Every student with SEND, whatever their level of need, takes part in a yearly review meeting with a member of the Learning Support team, to allow them an opportunity to review and refine their School Focused Plan. Students are encouraged to express any concerns that they may have and to put their ideas forward. This helps to inform our planning for the following academic year.

How does the setting/school/college assess and evaluate the effectiveness and sufficiency of its arrangements and provision for children and young people with SEND? *(IRR)*

The Trust Director of SEND, in collaboration with the SEND Lead, Head of Year and Heads of House, undertake regular monitoring of student progress which allows us to assess the effectiveness of provision for students with SEND. Every intervention that we offer is assessed individually alongside the usual data tracking processes.

Our Local Offer for Special Educational Needs and/or Disability

----- Click here to return to the front page -----

Keeping Students Safe and Supporting Their Wellbeing

How do you ensure that my child or young person stays safe outside of the classroom?

Student safety is of the utmost importance. Information about students with SEND or vulnerable students is communicated to relevant school staff via their linked documents on our central student data base. These documents outline any areas which could pose a risk to the student.

Where risks are identified, measures are taken to limit these, these measures include;

- supervising students at the beginning and end of the day
- staff on duty during unstructured times
- access to the Head of Year throughout the day

What pastoral support is available to support my child or young person's overall well-being?

All students can access their Form tutor at least once per day. In addition to this, we have a Head of Year (non-teaching staff) who is responsible for the behaviour, achievement and well-being of each student within their year. The Head of Year is available to support students at any time of the day, and has at their disposal the option to refer students to a confidential school counsellor or outside agencies where necessary. The Head of Year is available for students to report bullying issues to, and to provide help and support to those suffering from bullying. Bullying is always thoroughly investigated by the Head of Year with action taken immediately. The school's policy for bullying can be found on the school website.

The Head of Year maintains close communication with parents and the rest of the pastoral team, to ensure that the needs of each student in their care are fully understood and communicated effectively.

How will the setting, school or college manage my child or young person's medicine or personal care needs?

Administration of Medicines is covered by our medical policy which is available on the school website. We have a dedicated member of staff responsible for managing the storage of medicines and medical information. This member of staff coordinates individual health care plans for students, and ensures that all members of staff have access to the right information and that it is centrally stored within our school database. Where a student's medical needs have a profound effect on their education and/or are at risk within school, a meeting is arranged with the relevant members of staff to ensure that we are equipped with the right information to support the student, and training is organised where necessary.

In the event of a medical emergency, the school would follow the medical policy and the individual health care plan for the student, and utilise one of our many trained First Aiders to deal with the emergency, who are always on call.

Our Local Offer for Special Educational Needs and/or Disability

----- Click here to return to the front page -----

Keeping Students Safe and Supporting Their Wellbeing

Medical appointments are managed by the attendance team and in exceptional circumstances where the appointment spans more than 48 hours, teachers are asked to provide work for students.

What support is available to assist with my child or young person's emotional and social development? *(IRR)*

Where there are concerns about the emotional and social development of a child or young person, we would discuss these with parents and the child or young person. Children and young people may be referred to our school counsellor or to an appropriate outside agency, such as the Healthy Young Minds (HYMs formerly CAMHS) where necessary.

What support is there for behaviour, avoiding exclusions and increasing attendance?

There are a number of actions that Laurus Cheadle Hulme take to support and promote positive behaviour and to avoid exclusions. All staff implement the school's behaviour policy, which is a whole school approach to managing behaviour. Most behaviour in school is managed and dealt with by the classroom teacher with support from subject or curriculum Leaders where necessary. For children or young people who require further behaviour intervention, our Head of Year will intervene. We seek advice from outside agencies where appropriate to help support children and young people at risk of permanent exclusion. A wide variety of strategies are implemented where appropriate. These can include the following;

- Key worker for students with complex SEND needs
- Pastoral Mentoring
- Report cards
- Reward systems
- Timeout cards

In terms of increasing attendance there are a number of actions Laurus Cheadle Hulme takes to support and promote good attendance;

- Children and young people are rewarded for good attendance throughout the year.
- Attendance is reported termly to parents via progress checks and if there are concerns about attendance then letters are sent home to parents to highlight concerns.
- Meetings and individual strategies and plans are used to support children and young people who have difficulties maintaining good attendance. Parents are encouraged to contact the Head of Year to discuss any concerns they may have.
- Laurus Cheadle Hulme liaise with outside agencies to support good attendance as necessary. There are regular meetings with the Education Welfare Officer.

Our Local Offer for Special Educational Needs and/or Disability

----- [Click here to return to the front page](#) -----

Keeping Students Safe and Supporting Their Wellbeing

- Parents are required to phone the attendance officer to report any absences so that this can be carefully monitored and to safeguard our students if they are absent from a lesson for any reason. If a student doesn't arrive for the first lesson of the day, parents are notified.

----- [Click here to return to the front page](#) -----

Working Together & Roles

What is the role of my child or young person's class teacher?

Students will have a variety of different teachers throughout their school life. All students will have a Form Tutor with whom they will have contact with Monday-Friday during tutor periods.

The role of a subject teacher is to;

- Ensure that that all students have access to a broad, balanced and relevant curriculum in which they can thrive and make progress
- Monitor student progress
- Implement any additional support (catch-up sessions)
- Ensure that they are aware of any students with SEND and the strategies that are implemented to meet their needs
- Ensure that any student who is entitled to exam access arrangements receives these for any in-class assessments/tests

How does the setting, school or college ensure that information about a child's SEND or EHC plan is shared and understood by teachers and all relevant staff who come into contact with that child?

- Every student with SEND has a School Focused Plan which is produced in conjunction with parents and the students themselves. This document outlines the specific needs of the student and how best to differentiate for them in the classroom. These are updated on a continuous basis in response to changing needs.
- The SEND Lead ensures that all SEND documents including EHCPs and Statements are stored centrally, and are attached to a student's profile.
- The SEND Lead ensures that any changing or emerging needs are communicated via meetings, staff briefings and via email where necessary.

Our Local Offer for Special Educational Needs and/or Disability

----- Click here to return to the front page -----

Working Together & Roles

- The SEND Lead collects feedback on the progress of students with SEND from subject teachers on an ongoing basis.
- The Trust Director of SEND and SEND Lead provide regular training, support and advice to all staff, on the specific needs of students with SEND, and on differentiation strategies within the classroom.

What expertise is available in the setting, school or college in relation to SEND? *(IRR)*

We are committed to delivering high quality professional development to staff on all aspects of SEND. This is built into our professional development calendar.

The Trust Director of SEND and named SENDCO for Laurus Cheadle Hulme, has over 12 years of experience working with young people with SEND and 7 years' experience as a SENDCO. The Trust Director of SEND has achieved SLE (Specialist Leader in Education) status in the area of SEND and Mathematics. The Trust Director of SEND also holds the following qualifications;

- PGCE Maths
- BSc Psychology
- Post Graduate Diploma in SEND
- NPQSL

Which other services do you access to provide for and support students and students with SEND (including health, therapy and social care services)? *(IRR)*

Laurus Cheadle Hulme will rely on the expertise of external agencies to provide support and guidance where necessary, such as support from;

- The Educational Psychology service
- Healthy Young Minds (HYMs formerly CAMHS)
- Education Welfare Officer
- Services for Young People
- Children's Services including Social Workers, Family Support Workers
- Occupational Therapy
- Physiotherapy
- Speech and Language Team (SALT)
- Sensory Support Services (HI, VI)

Our Local Offer for Special Educational Needs and/or Disability

----- Click here to return to the front page -----

Working Together & Roles

- Youth Offending Team
- Behaviour Support Service

A referral to an outside agency would always be made in consultation with, and with consent from parents. Outside agency support from agencies not listed above would be sought where necessary.

Who would be my first point of contact if I want to discuss something?

The first point of contact is dependent on the topic for discussion;

- To discuss behaviour, achievement or wellbeing, a student's Head of House would be your first point of contact;
jodi.horobin@laurusheadleholme.org.uk
- To discuss academic progress, our Head of House would be the first point of contact;
ian.freeman@laurusheadleholme.org.uk

Who is the SEN Coordinator and how can I contact them? *(IRR)*

The Trust Director of SEND and named SENDCO is Miss E Warrington
emma.warrington@chhs.org.uk

The SEND Lead is Victoria Gowen
victoria.gowen@laurusheadleholme.org.uk

What roles do have your governors have? And what does the SEN governor do?

Our governors are fully involved in the admissions procedure for students with SEND, and are always involved in any changes to policy and practise within the Learning Support Department. Our SEND governors are consistently involved in the monitoring, evaluation and review of the SEND policy and the annual development plan for Learning Support.

Our Local Offer for Special Educational Needs and/or Disability

----- Click here to return to the front page -----

Working Together & Roles

How will my child or young person be supported to have a voice in the setting, school or college? *(IRR)*

- Student's views are sought as part of our student voice scheme
- Children and young people are encouraged to attend meetings which discuss their progress and plan for their future especially during annual review meetings
- Children and young people may have mentors with whom they are encouraged to express their concerns and views.

What opportunities are there for parents to become involved in the setting/school/college and/or to become governors?

Parents have the opportunity to join the board of governors when vacancies arise; they are displayed under the vacancies section on the school website.

What help and support is available for the family through the setting, school or college? *(IRR)*

In terms of providing help to families to complete required paper work and forms or in sourcing information and guidance, parents can contact the following people;

For support in matters relating to SEND;

Trust Director of SEND – Miss E Warrington email emma.warrington@chhs.org.uk

SEND Lead - Victoria Gowen email victoria.gowen@laurusheadleholme.org.uk

For support in matters relating to behaviour, wellbeing or achievement;

Head of Year – jodie.horobin@laurusheadleholme.org.uk

Our Local Offer for Special Educational Needs and/or Disability

----- Click here to return to the front page -----

Inclusion & Accessibility

How will my child or young person be included in activities outside the classroom, including trips? *(IRR)*

We ensure that all students are able to attend enrichment opportunities such as after school clubs and school trips wherever possible. We work creatively and flexibly to make the relevant adaptations to enable students with SEND to attend. This may mean that an additional Learning Support Assistant is provided and alternative travel is arranged, as well as additional risk assessment procedures where necessary.

Is the building fully wheelchair accessible?

Details (if required)

Are accessible changing and toilet facilities available

Details (if required)

Do you have parking areas for pick up and drop offs?

Details (if required)

Do you have accessible parking spaces for students (post-16 settings):

Details (if required)

Transition

Who should I contact about my child/young person joining your setting, school or college? *(IRR)*

Our Local Offer for Special Educational Needs and/or Disability

Transition

Information, including the admissions policy, can be found on the school website. This details the admissions requirements and entitlements for students with SEND.

The school complies fully with the Equality Act 2010 and the School Admissions Code 2012 in relation to the arrangements for the admission of disabled students. Where the school is oversubscribed, all children are admitted in accordance with the published oversubscription criteria. Where a child is disabled the school will make reasonable adjustments and provide auxiliary aids or services where reasonable to ensure that no disabled child is placed at a substantial disadvantage compared to other students.

Please contact Reece Carling via email at jo.stephens@laurusheadleholme.org.uk to discuss admission requests

How can parents arrange a visit to your setting, school or college? What is involved?

- The school has an Open Evening each year. Parents, carers and young people can visit the school and talk to staff representing each faculty. Details of the Open Evening are published on the school's website.

How will you prepare and support my child or young person to join your setting, school, or college and how will you support them to move on to the next stage, or move on to adult life? (as applicable for setting) *(IRR)*

For children and young people joining us in Year 7 from Primary School:

- There is a one-day transition event for each student joining our school. This is designed to facilitate a smooth transition by introducing students to our curriculum and to our pastoral support systems.
- Heads of year, Heads of House and the SEND department work with our partner primary schools to collate information on identified students with SEND.
- Laurus Cheadle Hulme organises additional transition events where appropriate, for students with SEND on top of the ones provided for all students.

For children and young people joining us within an academic year from other schools/ educational establishments:

- Individual transition plans will be made for student's dependent on need.
- Contact Jo Stephens to discuss mid-year transfers or general admissions at jo.stephens@laurusheadleholme.org.uk

Our Local Offer for Special Educational Needs and/or Disability

Transition
<ul style="list-style-type: none">Contact Trust Director of SEND, Emma Warrington at emma.warrington@chhs.org.uk if you would like to find out more about admission procedures for students with SEND
Additional Information
What other support services are there who might help me and my family? (IRR)
Where a parent wishes to access another support service, the school are more than happy to support them or direct them to the appropriate professional. Some additional useful websites are listed below:- www.sensupportstockport.uk www.stockportsays.co.uk www.dyslexiaaction.org.uk www.bdadyslexia.org.uk – British Dyslexia Association
When was the above information updated, and when will it be reviewed?
This document was created in September 2018, and will be reviewed in July 2019
Where can I find the Stockport Local Offer? (IRR)
www.sensupportstockport.uk
What can I do if I am not happy with a decision or what is happening? (IRR)
Parents can give feedback to the school through a number of ways; <ul style="list-style-type: none">Contact can be made with reception who will direct the call to the relevant member of staff

Our Local Offer for Special Educational Needs and/or Disability

Additional Information

- Emailing enquiries@laurusheadleholme.org.uk with your request will allow it then to be forwarded on to the appropriate member of staff
- Feedback can also be given at parent's evenings

If you wish to make a formal complaint, this needs to be undertaken in conjunction with the school's complaints policy which is available on the school website. All complaints need to be in writing. We will address all complaints objectively in line with policy and standard procedure.