



Working with Parents/Carers of Pupils with Special Educational Needs and Disabilities

At Finchale Primary School, we are very committed to working with parents/carers to support pupils with Special Educational Needs. We recognise that parents and carers make a vital contribution to their child's education.

Parents/Carers are welcome at any time to make an appointment to discuss their child's needs with the Class Teacher or one of our SENCOs (Miss Johnstone: Rec – Feb Y3; Mrs. Marley Y3 from Feb to end of Y6), or to our Wellbeing Co-ordinator, Mrs. Rice. Appointments can be made through the school office.

Regular Contact with Parents/Carers

We communicate with parents/carers of SEND pupils in a number of ways, including:

- **Parent Consultations**

All parents are invited to attend meetings with class teachers twice per year. This gives parents the opportunity to discuss their child's progress, any difficulties they may be experiencing and a look at the work their child has been doing in class.

- **Short Note Meetings**

A Short Note can be initiated by **either** parents **or** the school. Briefly, when either a parent/carer or teacher has concerns about a child (which may lead to an SEND issue), they will initiate a meeting to discuss these concerns. At this meeting, a Short Note form is completed to record the concerns, with the thoughts of the others present recorded too. Outcomes will be set and recommendations as to how we might achieve these will be discussed. Short Note Review meetings can be held in school or in a telephone conversation between the class teacher and Parents/Carers. Written Short note documentation will be completed and parents/carers, the class teacher and the SENCO (Miss Johnstone or Mrs. Marley) will have a copy of this. A Short Note may lead to further SEND procedures, such as a Support Plan (SP), or the concerns raised may have been addressed and no further action required. Not all Short Notes will move on to a Support Plan.

- **Support Plan Meetings, Education Health & Care Plans (EHCP) and Statement Reviews**

All parents/carers of pupils with this level of need will be invited to a formal meeting each term. Parents/carers will be asked to contribute their views either in a written format or verbally through the meeting. All professionals who support your child will also be invited to attend these review meetings, if they are unable to attend the meeting, we would ask them to submit a written report. When a pupil has been assessed by someone from an external agency, such as an Educational Psychologist, feedback information will be part of these termly meetings. The child's needs and progress will be discussed and previous outcomes will be reviewed. New outcomes will then be set and provision will be amended and, where relevant, referrals will be made for additional assessment and/or support. For pupils with a very high level of need, Support Timetables will be completed. Two copies of the paperwork will then be sent to parents/carers as they are requested to sign and return one of the copies. External agencies who have been working with the child will receive a copy of the paperwork. For pupils with an EHCP, annual review paperwork will be submitted to the Local Authority, along with a Support Timetable.

Pupil Views

Pupils who have a Support Plan or EHCP are asked their views on the help and support they access in school and about their overall school experience. These views are taken into consideration when planning future steps for each pupil. Their views also form part of their support plan and are documented so all professionals working with the child have access to this.

Reviewing our Effectiveness

We regularly review the effectiveness of our SEND work in school by monitoring the progress of pupils and both inviting and listening to feedback from others, including parents, pupils, staff and external providers. As mentioned, voice of the pupil plays an important part and their thoughts are included in our review meetings. This is important because happy children are more likely to learn. Pupils can also feedback to us through our annual pupil questionnaire, which helps shape our School Development Plan.

Parents will be asked to complete a SEND Parent Questionnaire on an annual basis. This will be specifically related to pupils with SEND and their experiences of how we provide support for these pupils. We review the information gathered from this, and any other feedback, and make any adjustments or adaptations to our practice and provision as appropriate. We are always keen to improve our provision where possible and welcome any feedback from parents.

Our SEND Governor, Mrs. Kate Hall, meets with our SENCOs, the headteacher and Wellbeing Co-ordinator to discuss SEND progress and issues and she feeds this back to governor. As well as being responsible for SEND, she is also responsible for Looked After Children and Wellbeing. Mrs. Hall monitors these sections of our website www.finchale.durham.sch.uk