

Key SEND Personnel

SENDCO: Mrs. C. Marley

SEND Governor: Mrs. Kate Hall

Our SENDCO is responsible for:

- Coordinating all the support for children with Special Educational Needs or Disabilities (SEND) and developing the school's SEND Policy to ensure that all children get a consistent and high quality teaching and learning experience at Finchale Primary School.
- Ensuring that parents / carers are:
 - involved in supporting their child's learning
 - kept informed about the support their child is getting
 - involved in reviewing how they are doing
- Ensuring that pupils are:
 - given the opportunity to tell us what works well for them and what further support they might need
 - fully informed about who external visitors are and why they are here to work with them
 - given the opportunity to help us develop our SEND provision through questionnaires (where appropriate), individual and group discussions
- Liaising with all external agencies who may be coming into school to help support individual children e.g. Speech and Language Therapy (SALT), Educational Psychology (EP) etc.
- Updating the school's SEND register (a system for recording all the known SEND needs of the pupils in this school) and ensuring there are appropriate records of your child's progress and needs.
- Providing specialist support and training for teachers and support staff in the school so they can help children with SEND in the school achieve the best progress possible.
- Identifying training needs of staff where relevant to meet the needs of pupils within our school.
- Reporting to the Governing Body about issues relevant to SEND.
- Ensuring that finance related to SEND is appropriately allocated to meet the needs of our pupils with SEND.
- Liaising with staff / colleagues from other settings regarding transition into and out of Finchale and between classes and Key Stages within school.
- Attending Local Authority network meetings and training events where appropriate to keep up to date with relevant information.
- Co-ordinating mental health support throughout the school.
- Liaising with outside agencies to provide appropriate provision and resources to support mental health and wellbeing throughout the school.
- Signposting parents/carers to local and national wellbeing and mental health services.

Class teachers at Finchale Primary School are responsible for:

- Providing Quality First Teaching for all pupils within their class, including those with Special Educational Needs and Disabilities.
- Tracking the progress of individual children and identifying, planning and delivering any additional help they may need (this could be things like targeted work, scaffolding or additional support) and informing the SENDCO where necessary.
- Writing individual targets for pupils which are shared with pupils and parents termly.

- Ensuring that all employed staff working with the children are aware of their individual needs so that they can achieve the best possible progress. This may involve the use of additional adults, specially planned work, group / individual intervention programmes and additional resources.
- Arranging and attending SEND Review Meetings.
- Attending relevant training events, both those which the teacher has identified themselves or when requested by the Head Teacher or SENDCO in order to increase knowledge related to pupils they have responsibility for and others within the school.

Teaching Assistants (TAs) at Finchale Primary School are responsible for:

- Working in class and outside the classroom with individual and small groups of pupils to provide appropriate support for children under the direction of the class teacher.
- Planning, delivering and reviewing individual and small group interventions / activities in collaboration with the Class Teacher and as directed by the SENDCO / external agencies.
- Contributing both verbally and through written reports to Review Meetings.
- Supporting other colleagues in upskilling their knowledge of specific needs and difficulties.
- Some TAs at Finchale may provide 1-1 support for individual pupils, according to their needs.

Our SEND Governor is Mrs. Kate Hall and she is responsible for:

- Making sure that the necessary support is made for any child who attends the school who has SEND.
- Ensuring the SEND Policy is up-to-date.
- Meeting with the SENDCO to discuss overall SEND issues and any resource needs and then reporting back to the Governing Body.

Abbreviations:

TA: Teaching Assistant

SEN: Special Educational Needs

SEND: Special Educational Needs and Disabilities

SENDCO: Special Educational Needs and Disabilities Co-ordinator