



Butts Primary School



Special Educational Needs and Disabilities Local Offer

What do I do if I think my child has a Special Educational Need or Disability?

Ask to talk to your child's class teacher. They will give you a time to talk with them. You can then tell them what you are worried about. You can also ask to talk with our Special Educational Needs Coordinator, Mrs Wynn. She will give you a time to talk with her. We will try our best to make this the same day if we can.

We will decide what we can do to support your child's needs in school, and what you can do to help at home. We might write an Early Response Assess, Plan, Do, Review (APDR) document. This will show what we are worried about, what target we would like your child to reach, what support we will all give and how we will know if they have achieved it. We will look at the APDR every half term to make sure we are making progress. At the review, we might write new targets if your child has made enough progress. We might keep the target for a bit longer, or we might change what support we are giving. We will let you know what changes we have made by sending you the new APDR, or at a Parents' Meeting.

If we are still worried, we might ask other professionals to help us. They will need to have your permission to work with your child. They will probably talk to you about your worries and talk to us about our worries. We will tell them what we have done and what progress we have made. They might want to work with your child. They will then give us more ideas of how to support your child and we will tell you what they want us to do and how you can help too.

We might apply for extra money from Walsall Metropolitan Borough Council (the Local Authority, or "LA") to provide even more support for your child. We will do this by applying for an Education, Health and Care Plan (EHCP). If your child is awarded an EHCP, it will give details of what support we need to provide. This is reviewed every year. You and your child will be invited to the review.

We will ask you, and your child for your thoughts and feelings at every stage, and we will work with you as a team so that your child makes as much progress as possible.

What will happen if we think your child may have a Special Educational Need or Disability?

We assess every child's progress many times every year and every class teacher will talk about the assessments with the Head of School (Mrs Marusamy). If we are worried that your child is not making enough progress, we might write an Early Response Assess, Plan, Do, Review (APDR). This will show what support we have put in place already. If we are still worried, we will ask to talk to you when you are available. We will tell you why we are concerned and what support we have already put in place, what progress your child made and why we are still worried. We will talk about who we think might be able to help us and we will ask for your permission to invite other professionals to tell us what to do next.

We might apply for extra money from Walsall Metropolitan Borough Council (the Local Authority, or "LA") to provide even more support for your child. We will do this by applying for an Education, Health and Care Plan (EHCP). If your child is awarded an EHCP, it will give details of what support we need to provide. This is reviewed every year. You and your child will be invited to the review.

We will ask you, and your child for your thoughts and feelings at every stage, and we will work with you as a team so that your child makes as much progress as possible.

Who will work with my child in school?

Your child's class teacher will be the person who makes sure your child is making progress, but your child might work with a Teaching Assistant (TA), or a Key Worker. They might work with just your child, or your child might be in a small group with other children, who might also have an APDR.

Mrs Wynn, our SENCO, will work with your child's class teacher to offer support or advice. Mrs Wynn might also ask the other professionals for their support and advice. Mrs Wynn will apply for, and lead the yearly reviews of any EHC plans.

Some of the other people we might work with are:

- Speech and Language Therapy Service
- Child and Adolescent Mental Health Service (CAMHS)
- Community Paediatrician (Children's doctor)
- Early Years SEN team
- Cadmus Inclusive
- Educational Psychology Service
- School Nursing Service

What will happen at a Review Meeting?

When we review an APDR, we might ask you what you think about the progress that your child has made. We might call you on the phone, or invite you into school.

When we review an EHCP we will invite you, your child, and other people working with them to come into school, or we might have to have the meeting online or over the phone, if COVID-19 restrictions stop us meeting face-to-face.

We will ask you and your child about what things are working, what things are not working and what changes need to be made for them. We know that you know your child best and we will work as a team to support you and them.

A new APDR, or an Annual EHCP Review will be written and we will give you a copy.

What if I am worried about my child's Mental Health or Wellbeing?

Talk to your child's class teacher straight away. They will give you a time to talk to them. You can also talk to Mrs Marusamy, who is our Mental Health Lead in school. We will work together to plan what to do to help your child. This might mean that we ask other professionals to help us in school, and tell you how you can help your child at home.

Will my child with SEND be able to go on school trips?

We will do everything we can to give all our pupils the same curriculum opportunities, matched to their needs. We will put in extra support to make sure that your child is safe during outside activities and on any school trips. If your child's needs are complex, and we are sure that we cannot keep your child safe on a trip, we will offer another activity in school that will offer them the same learning opportunities.

What will happen when my child moves to another school?

When a child with SEND is due to move to another school, we will make sure that they have as many chances as possible to visit the school before they leave us. Mrs Wynn can go with you and your child to visit other schools. We will make sure that we tell the new school all about your child, what our worries are and what has been done to support you and them. We work with many secondary schools in Walsall to help pupils with SEND to feel confident about moving schools.

What if my child has behaviour difficulties and is at risk of exclusion?

We will talk to you about how your child behaves in school. We will offer support to you and them in how to change their responses. We might write an APDR to give them targets that they can work towards. We might ask other professionals to help us and you.

We encourage good behaviour in school by giving pupils "Golden Tickets", we use "Good to be Green" and "Golden Time" as rewards for good behaviour and work. We offer children spaces and time to calm down (de-escalate) and understand that some children can become "dysregulated" when things get too much more than them in the classroom.

We might offer to help you get "Early Help". You will be offered advice and support as a family in helping your child make different responses.

What if my child will not come to school, or come to school on time?

We work with our Education Welfare Officer who will be able to help you get your child to school every day and on time. We know that this can be hard for some families, so we will help you as much as we can. We might offer to help you get "Early Help" to support you as a family.

Who makes sure the school is doing a good job for pupils with SEND?

We have a Governing Body and one of those governors is the SEND Governor. They talk regularly with the SENCO and Head of School to make sure we are supporting our pupils with SEND and their families. The SENCO sends a report every term to the Governing Body to tell them about our work with pupils with SEND.

Who do I contact for more information?

Mrs Wynn: SENCO 01922 721073

Mrs Marusamy: Head of School 01922 721073

Mrs Hill: Executive Head Teacher: 01922 721073

Walsall Local Authority Local Offer:

<https://go.walsall.gov.uk/the-send-local-offer/>

Walsall Special Educational Needs and Disabilities Information and Advice Support Service (SENDIASS):

<https://www.family-action.org.uk/what-we-do/children-families/walsall-sendiass/>