



SEN INFORMATION REPORT/SCHOOL BASED LOCAL OFFER – WEST EARLHAM INFANT AND NURSERY SCHOOL:  
2019/2020

PEOPLE WHO SUPPORT CHILDREN WITH SPECIAL EDUCATIONAL NEEDS/ AND OR DISABILITIES IN THIS SCHOOL:

| School based information   | People   | Summary of responsibilities   |
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| <p>Who are the best people to talk to in this school about my child's difficulties with learning/ Special Educational Needs/Disability (SEND)</p> <p>And how can I talk to them about my child if I need to?</p> | <ul style="list-style-type: none"> <li>• The Head Teacher - Sarah Mardell</li> <li>• Deputy Head Teacher &amp; Special Educational Needs Disability Co-Ordinator (SENDCO)- Jade Hunter</li> <li>• Speech and Language Therapist - Emma Cane</li> </ul> | <p><b>They are responsible for:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinating all the support for children with special educational needs (SEN) and or disabilities, and developing the school's SEND Policy to make sure all children get a consistent, high quality response to meeting their needs in school.</li> <li><input type="checkbox"/> Ensuring that you are:</li> <li><input type="checkbox"/> involved in supporting your child's learning</li> <li><input type="checkbox"/> kept informed about the support your child is getting</li> <li><input type="checkbox"/> involved in reviewing how they are doing</li> <li><input type="checkbox"/> part of planning ahead for them.</li> <li><input type="checkbox"/> Liaising with all the other people who may be coming into school to help support your child's learning e.g. Speech and Language Therapy, Educational</li> </ul> |

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|  |  | <p>Psychology etc.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Updating the school's SEND record of need (overview), a system for ensuring all the special educational, physical and sensory needs of pupils in this school are known and understood and making sure that there are excellent records of your child's progress and needs.</li><li><input type="checkbox"/> Providing specialist support for teachers and support staff in the school so they can help your child (and other pupils with SEN and/or disabilities in the school) to achieve their potential.</li><li><input type="checkbox"/> Supporting your child's class teacher to write SEN Support Plans (as appropriate) that specify the targets set for your child to achieve.</li><li><input type="checkbox"/> Organising training for staff so they are aware and confident about how to meet the needs of your child and others within our school.</li><li><input type="checkbox"/> Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (this could be things like targeted work, additional support, adapting resources etc..) and discussing amendments as necessary.</li><li><input type="checkbox"/> Ensuring that all members of staff working with your child in school are</li></ul> |
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|  |  | <p>aware of your child's individual needs and/or conditions and what specific adjustments need to be made to enable them to be included and make progress.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Ensuring that all staff working with your child in school are supported in delivering the planned</li></ul> |
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