



What do we do to support your child?

	What happens?	Next steps?
? If you or the class teacher has a concern or has noticed a problem.	Come in and talk with the class teacher. The class teacher will meet with you and may then with the support of the SENDCo begin an Assess, Plan, Do, Review form (APDR). This forms the paperwork for a graduated response, and you and your child are part of this process.	If your child is not showing signs of improvement then the teacher, in discussion with you, would decide to give your child some extra help (plan and do) this would then be reviewed (can be half termly or termly) to see what needs to happen next.
SEND support	 The class teacher discusses your child's needs with the SENDCo. There will be a meeting or phone call with the SENDCo who will discuss if your child needs to be in receipt of SEND support and will go on the schools SEND register. An individual Assess, Plan, Do, Review (APDR) form is written which explains what school will do to help and what you can do to help. You will be given a copy.	Most children make progress with the extra help given but if the targets in the APDR are not being met and the strategies used are not helping then, in discussion with you, further action would be taken. The SENDCo requests advice  from other professionals. Someone may come and work with your child such as a Learning Support Teacher (LSAT) or an Educational Psychologist. Your permission is always requested before this happens. All professional advice is incorporated onto the ADPR and strategies or recommendations are put in place. Reports are shared with you.
The majority of children make progress with this extra support and input and the help and support that you give to them and the school in meeting your child's targets. However, if there are still concerns then a request is made to the Local Authority for an assessment under an Educational Health Care Plan. (EHCP)		

In a few cases, more help is needed:

	What happens?	Next steps?
Educational Health Care Plan Assessment (EHCNA)	The school requests for an Assessment if they feel your child needs more help than they can offer with current resources. It involves lots of paperwork and is only done after everything else has been tried.	Once the paperwork has gone to the LA, it is out of our hands. They carry out the assessment if they feel it is necessary, or they do not, in which case school carries on supporting your child to the best of its abilities. ✓ or ✗
Educational Health Care Plan (EHCP)	In a very few cases, if the assessment shows there is a need, then an Educational Health Care Plan is put in place. This sets out what the LA and other educational specialists feel would be the best strategies for your child. There will be extra funding available, and you will be advised on how this will work.	An Educational Health Care Plan is reviewed annually, and you are always invited to attend the review meeting. This is where we decide whether your child is making progress and whether the Educational Health Care Plan is still necessary and what further action/support needs to be taken.

?	What does it mean?
	SENDCO - Special Educational Needs and Disabilities Co-ordinator
	APDR - Assess, Plan, Do, Review
	LA - Local Authority
?	LSAT - Learning Support Advisory Teacher
	BSAT - Behaviour Support Advisory Teacher

Help and Advice

If at any time you have worries or concerns regarding your child and their special educational needs, or disability, please do not hesitate to make an appointment to see your child's class teacher to discuss the matter. If you are still not happy or want to talk further then please contact Mrs Rawlings.



IASS Information Advice Support Service

www.iass.org.uk

(Formerly Parent Partnership)

Supporting children and their parents to take part in decision-making relating to Special Educational Needs and Disability. Based at The Glebe Centre, Glebe Street, Wellington, Telford TF1 1JP.

Mon Tues Weds 9:00 - 11.30am

Thurs 1-4pm Fri 12-2pm

(& 24hr answerphone)

A leaflet is available from school or phone:

01952 457176

Email: infor@iass.org.uk

Family Connect

This service can offer advice and support to all parents of pupils with special educational needs or disabilities.

Their telephone number is **01952 385385**

BEAM

Beam is a drop-in service run by The Children's Society. We are open-access which means there are no appointments: you just drop in! The drop-in service is for children and young people aged 0-25, as well as their parents and carers. Any queries, please email:

AskBeam@childrenssociety.org.uk

**Drop-in sessions at 9 Market Square,
Wellington, Telford TF1 1BP**

Mon, Tues 12pm - 7pm

Sat 11am - 4pm

SPECIAL EDUCATIONAL NEEDS & DISABILITIES

A leaflet for parents / carers to explain the steps taken to meet their child's special educational need.

Head Teacher: Miss Julie Marriott
Chair of Governors: Mrs Jane Tranter
SENDCo: Miss Emma Shankland



Miss Emma Shankland
Special Educational Needs and
Disabilities Co-ordinator &
Inclusion Mentor

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Or

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