



## SEND Information Report

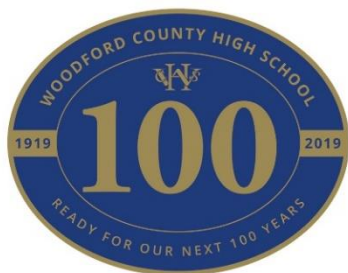
### Introduction

The purpose of this report is to inform parents and students about how Woodford County High School for Girls supports and provides provision for students with special educational needs and/or disabilities (often referred to as SEND).

Every school has an appointed co-ordinator of SEND (known as a SENDCO) who ensures that students are supported within the school and who liaises with parents and external agencies. The SENDCO at Woodford County High School is Mr Alexander Lovett. Should you wish to contact him, please contact the school reception - either by phone or e-mail - and leave a message.

Phone: [020 8504 0611](tel:02085040611)

E-mail: [enquiries@woodford.redbridge.sch.uk](mailto:enquiries@woodford.redbridge.sch.uk)





## The language of SEND and acronyms

Special educational needs and disabilities are categorised into four broad categories, which are outlined below. Should a student have special educational needs and/or disabilities they will generally fall into one of these categories, or in some cases several:

**1 - Communication and Interaction: including speech**, communication and language needs (SCLN) and Autism (ASD).

*This encompasses students who have difficulty communicating with others, whether this is due to a difficulty with speech or with understanding the social rules of communication.*

**2 - Cognition and Learning: including moderate learning** difficulties (MLD), severe learning difficulties (SLD), dyslexia, dyspraxia and dyscalculia.

*This encompasses students who have difficulty processing and organising information, and as a result may work at a slower pace than the other students in their class.*

**3 - Social, Emotional and Mental Health: including attention** deficit hyperactivity disorder (ADHD), anxiety and depression.

*This encompasses students who find themselves struggling socially at school, potentially becoming withdrawn and isolated. Likewise, this includes students who struggle to focus in lessons and might become disruptive around school as a result.*

**4 - Sensory and/or physical: including physical disability** (PD), hearing impairment (HI) and visual impairment (VI).

*This encompasses students who have a disability which prevents them from learning as easily as other students.*



## **New and transferring students**

If you are a parent of a student who has recently transferred to Woodford County High School who has been identified as having special educational needs please contact the school. The SENDCO will liaise with previous schools in order to ensure:

- That Woodford County High School receives all relevant information from previous schools
- That all teachers are informed about how they can support your daughter in her lessons
- That your daughter's transition into Woodford County High School is a smooth one.

## **Current students**

If you think your daughter may have special educational needs there are several steps that you can take to work with the school in order to clarify whether your daughter needs additional support.

A first point of contact is the form tutor, key stage administrator or key stage co-ordinator as these are the professionals who know your daughter well.

- Key Stage 3 includes years 7 to 9
- Key Stage 4 includes years 10 and 11
- Key Stage 5 includes the sixth form - years 12 and 13

Please contact them by either leaving a message at reception or booking an appointment with them during parents' evening (parents evenings are held annually for each year group).

The form tutor, key stage co-ordinator and SENDCO will then work together to gather information about your daughter in order to gain an overview as to how she is managing within school (for more information about this process please consult the next section: Identifying SEND in School). Once an overview has been gained the SENDCO will contact you and outline future steps to ensure that your daughter receives any appropriate provision.



## Identifying SEND in school

The school has several procedures for monitoring students in order to identify any students who may have special education needs and/or disabilities:

Monitoring in lessons: All teachers monitor students within lessons and have training in order to identify students who may have special educational needs and/or disabilities. If they notice that a student regularly struggles in their lesson, either academically or socially, they will pass these concerns on to form tutors and the key stage co-ordinator.

Year group meetings: Form tutors and key stage co-ordinators hold regular year group meetings. In these meetings the teachers discuss any students who have been struggling either academically or socially. If a student is raised as a concern teachers will then monitor the student more closely in order to assess whether they are struggling due to special educational needs and/or disabilities.

Assessments and data: Students are regularly assessed within each subject area. This data is collected and keystage co-ordinators and senior teachers use this data in order to identify students who are struggling in numerous subjects and may need additional support.

Observations: If a student is identified by teachers as potentially having special educational needs and/or disabilities the SENDCO will drop into several of the student's lessons in order to observe the student and form an initial assessment.

If a student is identified as potentially having special educational needs and/or disabilities by the school, the first step is to contact the parents of that student and hold a meeting. In this meeting the SENDCO will outline what has been observed by the school and discuss possible steps in order to ensure the student's special education needs and/or disabilities are fully understood and supported.



## **The Local Offer**

The Local Offer is the term used for the support that Local Authorities provide. The London Borough of Redbridge supports the school with qualified professionals, including educational psychologists, councillors, health care professionals and other support agencies. Should a student require external support the SENDCO will liaise with these professionals.

Additional information about the Local Offer provided by Redbridge can be obtained by clicking on the following link:

<https://find.redbridge.gov.uk/kb5/redbridge/fsd/localoffer.page?localofferchannel=0>

## **Assessing and reviewing progress**

At Woodford County High School we strive to ensure that if a student has a special educational need and/or disability, they are included in the discussion about their needs. In order to ensure that both parents and students are kept updated, meetings are scheduled throughout the year (or phone conversations if meetings prove not to be possible). These meetings are generally scheduled once per term and follow a cycle of: 'assess - plan - do - review.'

**Assess:** In the first meeting of the year the SENDCO, parents and student discuss if the student is struggling in school, and if so, how. The student is encouraged to speak about how they feel in school, parents are encouraged to comment upon how the student's school life impacts their home life and the SENDCO reports what subject teachers have noticed about the student - both their strengths, and where they struggle.

**Plan:** Based upon these three different viewpoints - those of the student, parents and SENDCO - the SENDCO then forms a plan, setting targets or providing provision in order to support the student.

**Do:** Over the following term the identified actions are executed and the SENDCO monitors to see how effective they are.



**Review:** After a term has passed the student, the parents and the SENDCO then meet again and discuss how successful the changes have been, repeating the cycle if needed. This continues in order to ensure that the student's needs are constantly supported, as sometimes the nature of special educational needs and/or disabilities may change.

Should a parent have any concerns about their daughter's needs in between these regular meetings please contact the SENDCO so additional meetings can be scheduled.

### **Ensuring provision is effective**

Depending on a student's special educational needs and/or disabilities there may be a need to provide additional in-classroom support. This may range from having access to a laptop in lessons or having extra time for exams and assessments. Provision is targeted at a student's specific needs and provided in order to ensure that every student is equally able to engage in lessons.

Teachers regularly feedback to the SENDCO about the effectiveness of provision, based upon whether the provision makes learning more accessible for the student. If teachers feedback that provision isn't very effective this will be passed on to the SENDCO, then discussed and reviewed in a meeting with parents.

There are currently no learning support assistants working at the school.

### **SEND in the classroom**

At Woodford County High School we strive to develop an inclusive environment in which all students are able to learn at their full potential.

All students are taught in classes based upon their form groups in Key Stage 3 and upon the options they select in Key Stages 4 and 5. There is minimal use of setting. Students with special educational needs and/or disabilities are always taught alongside other students in order to ensure that they are able to work and socialise with their peers.



If a student needs additional support with their learning this may come in the form of either:

- [In classroom provision](#): this may include provision in the form of additional resources such as a laptop, changes to seating plans, additional time in exams and assessments, or other adjustments within the classroom.
- [Out of classroom provision](#): this may include access to a councillor, therapist or other health care professional, who supports the student in a positive way in order to improve how they learn within school.

## **Teachers**

All teachers receive annual training in order to ensure that they are fully aware of the special educational needs and/or disabilities of the students they are teaching. The SENDCO also ensures that teachers receive relevant updates should circumstances change.

All teachers are highly skilled in their own subject areas, and are able to plan lessons which account for students' needs and ensure they are well supported within the classroom.

## **Social and pastoral support**

All students within the school are attached to a form group. Their form tutor is the first point of contact if they experience any social difficulties. The form tutor also maintains an overview of tutees across all their subjects, and will be aware if they are struggling.

The school has a strict policy on bullying, and should a student feel they are being treated differently - for any reason - students should immediately inform a teacher so the issue can be dealt with.

Should a student struggle significantly with social interaction around the school there are several councillors who run sessions with students within school hours. For students with special educational needs and/or disabilities who are struggling with social integration, the SENDCO will arrange sessions in order to help students develop confidence and social awareness.



## **Transitions**

In secondary school there are numerous transitions between different stages of development, and for students with special educational needs and/or disabilities additional support is provided if it is anticipated that these may be difficult transitions.

Year 7 - The transition from primary to secondary

Year 9 - Choosing GCSE options

Year 11 - Choosing A-Level options

Year 13 - Deciding future pathways

The school uses mentoring and buddy systems in order to reduce anxiety students may feel about periods of transition. For options and career-based decisions meetings can be arranged with careers advisors in order to ensure that students are confident in their choices.

## **Concerns or complaints about SEND provision**

Concerns should be raised in the first instance with the SENDCO, Mr Lovett.

The School's complaints policy (SP 05.07) is available via the school website.

*February 2019*