

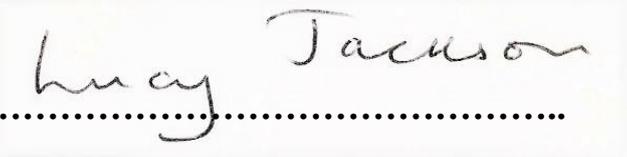


CAISTOR GRAMMAR SCHOOL

SEN LOCAL OFFER

Approved by Full Governing Body on2nd December 2019.....

Reviewed.....22nd March 2021.....

Signed..........
Chair of Governors



Caistor Grammar School

SEND Information Report

SENCO: Mrs Fiona Hargreaves

1	What will happen if I or a teacher in school thinks my child has special educational needs?	<p>The first point of contact for yourself or a teacher is your child's form tutor. You can contact him/her by:</p> <ul style="list-style-type: none">• putting a note in your child's planner asking for the tutor to contact you;• phoning the school and leaving a message;• writing a letter or an email (Staff forename.staff surname@caistorgrammar.com)
2	How will the school respond to such a concern?	<p>Your child's form tutor will listen carefully to the reasons why you or the teacher feels your child may have special educational needs. Information from all of your child's subject teachers will be collated and then considered by the Special Educational Needs Coordinator (SENCO) in liaison with the tutor and Head of Section. The form tutor will let you know the outcome. If your child is referred for assessment, you will be contacted by the SENCO either by phone, email or letter in order to find out more detailed, specific information regarding your child's individual needs. The SENCO will meet with your child and arrange to carry out an individual assessment, which will include gaining your child's views and experiences.</p>
3	How will the school decide if my child needs extra support?	<p>The SENCO will contact you to discuss the assessment. This may be via a phone call or email. If you feel that you would like a face-to-face discussion, a short meeting will be arranged in school as soon as possible. The SENCO, together with yourself and your child, will decide whether he/she needs extra support in school.</p> <p>Decisions will be made based on:</p> <ul style="list-style-type: none">• Teachers' observations• Monitoring data (collected and analysed every term)• Discussion with your child• Discussions with you (as detailed above)• Specialist Teacher Assessment (external), if required• Cognitive Abilities Test data <p>If your child needs additional support, his/her name will be placed on the school SEN monitoring list or Support register.</p>

4	What will the school do to support my child?	<p>Students on the School monitoring list and support register are allocated a 'key worker'. This will be a member of the Learning Support Team. The key worker, in liaison with you and your child, will write a 'Student Passport' which will describe your child's needs. It will include advice for teachers on how they can support your child in class and will be distributed to your child's teachers, tutor and head of section.</p> <p>A plan will be drawn up as to how your child will be best supported in school. We will have a flexible approach based on the needs and views of your child.</p> <p>In Key Stage 3, your child may access additional support such as:</p> <ul style="list-style-type: none"> • Targeted support depending on individual needs (with learning support advisor/keyworker) • Homework support • Access arrangements (e.g. extra time) for examinations <p>In Key Stage 4 additional support may include:</p> <ul style="list-style-type: none"> • Mentoring by peers and teaching staff • Targeted support depending on individual needs (with learning support advisor/key worker) • Small group programmes working on study skills and time management • Catch-up clubs • Additional revision sessions • Access arrangements for examinations <p>In Key Stage 5 additional support may include:</p> <ul style="list-style-type: none"> • Study support sessions • Targeted support depending on individual needs (with learning support advisor/key worker) • Access arrangements for A Level examinations <p>Your child's progress will be monitored by their key worker and the support they access will be regularly reviewed, in agreement with you and your child. If outside agencies are involved, we will work closely with them to ensure the best outcome for your child.</p>
5	Who will support my child in school and what training and experience do they have?	<p>Every member of staff in school has a responsibility to support all students effectively. Your child's tutor and Head of Section will provide pastoral support.</p> <p>In addition, your child may receive support from members of the Learning Support Team and/or, if appropriate, a school counsellor.</p> <p>The SENCO works closely with the learning support advisor. In addition, the school employs a qualified school counsellor to support students with emotional needs.</p> <p>If appropriate, your child may also be supported by another student in the school such as:</p> <ul style="list-style-type: none"> Trained sixth-form counsellors Sixth-form mentors
6	Who else might be involved in	<p>If your child requires more specialist support, other people may be asked to help us to support your child in school. This may be:</p>

	supporting my child?	<ul style="list-style-type: none"> • Educational Psychologist (EP) • Speech and Language Therapist (SALT) • GP for referral to Child and Adult Mental Health Service (CAMHS) or Consultant Paediatrician • Social Communication (Including Autism) Outreach, • Physiotherapist • Occupational Therapist (OT)
7	How will my child be able to contribute their views? How will my child be involved in the process?	<p>The views of our young people are very important to us. Your child may be involved in setting their own targets and monitoring their own performance along with subject staff, key worker and parents. There are a number of other ways in which your child will be able to give their views:</p> <ul style="list-style-type: none"> • Talking to school council reps and sixth form mentors • Tutor interviews • During meetings with key workers • Annual whole school student questionnaire • Completing our annual SEN student questionnaire • In SEN review meetings
8	How will the curriculum be matched to my child's needs?	<p>Subject teachers use a variety of inclusive strategies in the classroom such as:</p> <ul style="list-style-type: none"> • Differentiated work and homework • Planned seating • Clear, structured classroom routines • Alternative ways of recording (e.g. laptop, mind-mapping etc) • Pair work and group work enabling peer support <p>Teachers will also take account of the strategies suggested on your child's Student Passport and cater for individual needs as appropriate.</p> <p>For students with recognised writing difficulties, word processors are available in the English, History, RE and Geography Departments and facilities for printing off work are available in school. Word processors can also be 'booked out' from the Learning Support Team on request and where appropriate. Our Policy is on the School website.</p>
9	How will I know how well my child is progressing?	<p>You will be informed of your child's progress, along with all students in school, in the following ways:</p> <ul style="list-style-type: none"> • Termly assessments/reports for each subject • Standards(Key stage 3) • Progress towards target grades (Key stages 4 and 5) • Annual parents' evenings • Information regarding exam results • A note in your child's planner where concerns exist <p>In addition to the above, your child's key worker may wish to contact you about your child's progress. You will also be invited in to school for SEN review meetings, where your child's overall progress and specific targets will be discussed.</p>
10	How does the school know how well my child is doing?	<p>We will monitor your child's progress in some or all of the following ways:</p> <ul style="list-style-type: none"> • By key workers analysing your child's termly assessments and reports (your child will be involved in this process) • By checking progress against specific targets

		<ul style="list-style-type: none"> • Through internal and external tracking data • By carrying out standardised testing (e.g. spelling tests) where appropriate
11	How will my child be included in activities outside the classroom including school trips?	<p>All activities and school trips are inclusive in nature; if your child wishes to attend a school trip, they may need some additional support with this.</p> <p>Comprehensive risk assessments are carried out prior to a trip and an appropriate staff ratio is allocated. Thorough 'trip packs' are issued for staff involved. This will include information regarding your child's SEN if appropriate. For residential trips, parents' meetings will be held before the trip to give you an opportunity to discuss any concerns or ask specific questions. You may also contact your child's key worker or trip organiser should you have additional concerns. You may be asked if you would like to support a school trip involving your child.</p>
12	How accessible is the school environment?	<p>Although the position of the school and age of some of the buildings makes access and inclusion particularly difficult to some areas of the site, every reasonable step is taken to make provision for students with physical difficulties. The advice of professionals is sought and followed as required.</p>
13	How will the school prepare and support my child to join the school?	<p>Before your child comes to the school the following process will occur-</p> <ul style="list-style-type: none"> • Information from primary schools about your child will be collated • You and your child will be invited to an information evening early in the summer term of Year 6 • Your child will have the opportunity to meet a member of staff from CGS in their own primary school environment and ask questions, prior to an Induction Day in July. • If you and/or your child would like to make additional visits to the school, this can be arranged • SEN staff will try to attend primary review meetings where needed
14	How will the school prepare and support my child to transfer to a new setting/school/college?	<p>Transition within school:</p> <ul style="list-style-type: none"> • At the beginning of each academic year, information about your child's SEN is given to all of his/her new teachers, tutor and head of section to allow a smooth transition into the new year group. • Your child will take part in all the transition arrangements for Year 9 students (eg options assembly and Yr 9 parents evening) • Your child's option choices can also be discussed with him/her and yourself in the Year 9 SEN review meeting. • Students with SEN may be offered an 'early' interview with an independent Careers Advisor if felt appropriate by yourself, your child, their tutor or the key worker. <p>Transition from school:</p> <ul style="list-style-type: none"> • Your child will take part in all the transition arrangements provided for all students such as Careers Evenings, support in writing a CV/personal statement and individual interview with the Headmaster regarding the next step in their education. • Students are also actively encouraged to look at what other alternatives are on offer to meet their specific requirements. • In addition to the above, the school may give your child additional support with the transition to college or university, based on their individual needs.

15	How can I be involved in supporting my child?	<p>We highly value the support that you can offer in helping your child with their education. We would like to encourage you to:</p> <ul style="list-style-type: none"> • Check your child's planner regularly and use it to liaise with their tutor and subject teachers as necessary. • Attend all parents' evening and SEN review meetings • Support your child with homework if needed. • Inform us of any changes regarding your child's family or personal circumstances. • Communicate any concerns you may have to your child's form tutor or key worker. • Offer other support relating to your child's targets as part of the review process • Become involved in the wider life of the school e.g. support school trips, join Friends of the School
16	How can I access support for myself and my family?	<p>See Lincolnshire Local Authority Family Services Directory online</p> <p>Lincolnshire's Parent Carer Forum www.lincspcf.org.uk</p> <p>LIAISE: confidential and impartial SEND information and support service for Lincolnshire https://lincolnshire.fsd.org.uk/kb5/lincs/fsd/family.page?familychannel=2_1_11</p> <p>Lincolnshire SEND local offer http://search3.openobjects.com/kb5/lincs/fsd/localoffer.page?familychannel=2</p> <p>North Lincolnshire SEND local offer http://www.northlincslocaloffer.com/</p> <p>North East Lincolnshire SEND local offer https://www.nelincs.gov.uk/children-and-families/send-and-local-offer/</p> <p>We can direct parents to appropriate support groups and agencies if necessary</p>

The Lincolnshire Local Offer can be found at :

<http://search3.openobjects.com/kb5/lincs/fsd/service.page?id=FkbGtjX6eec&familychannel=0>