

## **Working together with Parents and Pupils**

### **How we consult with parents and carers of children with Special Educational Needs**

From the Autumn term 2014 our SEND pupils and their parents are invited into school for a Pupil Centred Plan (PCP) meeting. During this meeting, we hope parents will contribute information about their child's personality, what's important to them, what people like and admire about them as well as their strengths, interests and motivations. Most importantly, the child will contribute his/her views, wishes and feelings.

Before the meeting, we ask that both parents and pupils prepare by completing questionnaires. In consultation, the family and class teacher will write a One Page Profile, before writing the new Pupil Centred Plan which has replaced the Individual Education Plan (IEPs). Pupil Centred Plan meetings, arranged by the teachers, will be held at a mutually convenient time at the beginning each term in order to review and evaluate provision and progress as well as set new targets and goals to work towards.

Children with a statement of special educational needs or disabilities or a new Education and Health Care Plan (EHCP), receive an annual review meeting where long and short term targets are reviewed and the child's needs are re-evaluated.

The SENDCO is available each day for any parents who have concerns about their child and appointments can be made through the school office.

The SENDCO is responsible for:

- Co-ordinating the support for children with special educational needs or disabilities (SEND) and developing the school's SEND Policy to make sure all children get a consistent, high quality response to meeting their needs in school.
- Ensuring that parents are:
  - involved in supporting your child's learning
  - kept informed about the support your child is getting
  - involved in reviewing how they are doing
- 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 Psychology etc...
- Updating the school's SEND register (a system for ensuring all the SEND needs of pupils in this school are known) and making sure that there are excellent records of your child's progress and needs.
- Providing specialist support for teachers and support staff in the school so they can help children with SEND in the school achieve the best progress possible.

### **How we consult with our pupils with Special Educational Needs**

Pupils complete a questionnaire with either their teaching assistant or teacher in preparation for the Pupil Centred Plan meetings, in order to give their responses in as much detail as possible. The meetings give the opportunity to meet with their class teacher and parents or carers to talk about what is important to them, what people like and admire about them and how best to support them. Close Liaison with the learning mentor, who supports children with emotional, social or mental health difficulties as well as dyspraxic children, ensures pupils' feelings are communicated on a holistic level.