



## **Bushfield School**

Meeting the Needs of Pupils with  
Special Educational Needs and Disabilities

### **Special Needs Information Report**

For information on Milton Keynes' Local Offer  
please go to [www.milton-keynes.gov.uk](http://www.milton-keynes.gov.uk)

All Radcliffe Community of Schools are committed to and adopt a similar approach to meeting the needs of all pupils including those with special educational needs and disabilities. There is a shared expectation that all pupils, regardless of their specific needs, should be offered inclusive teaching which will enable them to make the best possible progress in school and feel that they are a valued member of the wider school community.

### **Vision Statement**

Bushfield is a happy and vibrant school where doing the best for all the children in our care is at the heart of everything we do. We have the highest aspirations for every child. We want all the pupils to leave Bushfield knowing they are special, proud of who they are, skilful and independent learners and well equipped for the world.

Bushfield School is an inclusive school and offers the following range of provision to support children with: cognition and learning; communication and interaction and sensory; medical and physical needs; social, emotional and mental health needs.

The range of support deployed will be tailored to individual needs following assessment by internal or external agencies. It is designed to promote pupils working towards becoming independent and resilient learners and should not be seen in isolation.

## Information and Guidance

Who should I contact to discuss the concerns or needs of my child?

<b>Class teacher</b>	<p>He / she is responsible for:</p> <ul style="list-style-type: none"><li>➤ Adapting and refining the curriculum to respond to strengths and needs of all pupils. Checking on the progress of your child, identifying and planning the delivery of any additional support. (CT may not be delivering this support)</li><li>➤ Contributing to devising personalised learning plans to prioritise and focus on the next steps required for your child to improve learning.</li><li>➤ Applying the school's SEND / Inclusion policy.</li></ul> <p>If you have concerns about your child you should speak to your child's class teacher first. You may then be directed to the SENCO.</p>
<b>Special Educational Needs Coordinator (SENCO)</b>  Mrs Macdonald	<p>He / she is responsible for:</p> <ul style="list-style-type: none"><li>➤ Coordinating provision for children with SEND and developing the school's SEND policy</li><li>➤ Ensuring that parents are:<ul style="list-style-type: none"><li>• Involved in supporting their child's learning and access to the curriculum</li><li>• Kept informed about the range and level of support offered to their child</li><li>• Included in reviewing how their child is doing</li><li>• Consulted about planning successful transition to a new class or school</li></ul></li><li>➤ Liaising with a range of agencies who can offer advice and support to help pupils overcome any difficulties</li><li>➤ Providing specialist advice and facilitating training to ensure that all staff are skilled and confident about meeting a range of needs.</li></ul>
<b>Head teacher</b> Mr Springett-McHugh Mr Weston	<p>He/she is responsible for:</p> <ul style="list-style-type: none"><li>➤ The day to day management of all aspects of the school, including the provision made for pupils with SEND.</li></ul>
<b>SEN Governor</b> Mrs Thomas	<p>He/she is responsible for:</p> <ul style="list-style-type: none"><li>➤ Supporting school to evaluate and monitor quality and impact of provision for pupils with SEND across the school.</li></ul>

## Assessment, Planning and Review

How can I find out about how well my child is doing?

Ongoing monitoring takes place by class teachers to identify pupils who are not making progress or who have emotional, social and/or behaviour needs which are affecting their ability to engage in learning activities.

After discussions with key staff and parents, if appropriate, additional support will be put into place to provide enhanced resources and targeted small group and / or individual support to help overcome any difficulties. This is done using the national SEND practice of Assess, Plan, Do, Review.

The views of the pupil or young person about their support will be given consideration at this stage.

This additional support is documented in an individual provision map /IEP/Pupil Support Agreement or Behaviour Support Plan. In consultation with the SENCO and parents, short term targets are agreed which prioritise key areas of learning or behaviour to address and by which progress can be measured. Where external agencies are involved, their advice and recommendations are included in these support programmes. Actions agreed take into account each pupil's strengths as well as their difficulties.

In some cases support from a Teaching Assistant may be allocated. This support is deployed to ensure your child can engage in lessons and wider school activities and to facilitate independent learning to support transition to Secondary School.

Formal review meetings are held at least termly. Parents, relevant external agencies and when appropriate, pupils are invited to this review and their contribution is valued. The impact of support offered is considered along with the progress towards targets set.

Support arrangements will be updated and revised accordingly. If not involved already, this might include referral to external agencies. The outcomes of these meetings will be formally recorded.

If your child is continuing to have significant difficulties, further/on-going external expertise may be requested. Mainstream schools have funding delegated to their budgets according to needs specified in Appendix 3.

Mainstream schools contribute up to the first £6000 (approx. 13 ¼ hours of TA support) for each pupil on a SEN stage of the Code of Practice. Top-up funding can be applied for children whose high needs cost more than £6000. To access this funding schools have to show clearly the provision they have in place using their delegation resources. This will be evident from the schools provision management, pupils' achievement of targets and progress. Funding will relate to the severity of need.

The Pre and Post 16 Top up Panel meet on the first Tuesday of the month and the allocations are provided at their discretion. Schools are only permitted to make one application per term.

### **Tests and Examinations: Access Arrangements**

For some pupils additional arrangements and adjustments can be made to enable them to fully access a range of tests. This might include additional time, rest breaks or the use of a scribe or word processor. The SENCO will inform you about eligibility and applications for these arrangements. Only tests and assessors authorised by the school and recognised by JCQ (Joint Council Qualifications) can be accepted for access arrangements for public examinations.

### **Curriculum and Teaching Methods (including groupings and interventions)**

How will teaching be adapted to meet the needs of my child?

Quality teaching is in place in all classes for all pupils to access the curriculum. Teachers are well skilled at adapting teaching to meet the diverse range of all needs in each class. Daily planning takes into account individual pupil's needs and requirements.

Differentiation is approached in a range of ways to support access and ensure that all pupils can experience both success and challenge in their learning.

Grouping arrangements are organised flexibly with opportunities for both ability and mixed setting to maximise learning opportunities for all.

Additional adults are used flexibly to help groups and individual pupils with a long term goal of developing independent learning skills.

Monitoring takes place to avoid pupils becoming over reliant and dependent on this adult support.

## **Intervention**

What additional support is available for my child?

Children will have access to learning and the curriculum through individual plans tailored to your child's need or through access to learning support staff:

- In all year groups
- Regular intervention programmes in all classes support children to make progress with their learning
- Class teachers organise and plan for intervention with support from the SENCO or outside agencies as required
- Further information is available through the school

### **Strategies/programmes to support speech and language**

- Speech and Language Therapist advice disseminated to and followed/implemented by teaching staff
- Speech therapy individual or group work delivered by support staff following speech therapist advice
- EAL co-ordinator to support EAL pupils when needed

### **Strategies to support/develop English including reading**

- Small group intervention programmes to support reading and writing
- Ability setting
- Additional reading support with trained volunteers
- Opportunities for over learning

### **Strategies to support/develop Maths**

- Small group intervention programmes are used to fill gaps and consolidate learning
- Opportunities for over learning
- The use of Mymaths to provide a platform for students to practice maths skills at home

### **Strategies/support to develop independent learning**

- Mentoring by peers, support staff or teaching staff
- Visual timetables for class & individuals
- Lesson objectives clearly displayed
- Success criteria are used
- Resources accessible and labelled for children to use

## **Pastoral Support**

Strategies to support the development of pupils' social skills and enhance self-esteem

- Support from the Learning Mentor
- Small group programmes
- Mentoring
- Daily or Weekly celebration opportunities
- Lunch time Inclusion Club

### **Mentoring activities**

- Buddy system
- Play leaders

### **Strategies to reduce anxiety/promote emotional wellbeing (including communication with parents)**

- Regular contact and liaison with parents

- A member of staff will be available with appointment
- Transition support when transferring from one year group to another as well as to next school
- Consistency of approach by all adults
- Mental Health First Aider

**Strategies to support / modify behaviour**

- School sanctions and reward systems as set out in the School Behaviour Policy
- Mentoring and guidance from the Learning Mentor
- Advice from Inclusion and Intervention Team

**Support/supervision at less structured times of the day including personal care**

- Trained staff supervising during break periods
- Access to structured activities overseen by an adult indoors or outdoors as appropriate during break and lunch times
- The medical room is available during all breaks by trained staff
- Lunch time Inclusion Club daily for those children who may need some more structured activities

**Planning, assessment, evaluation and next steps are agreed through**

- Regular reviews with parents
- Pupil progress meetings and reviewed termly with senior leaders
- Clear support plans for pupils who have needs but don't have specific targets from other agencies
- All lessons and homework differentiated to take account of individual needs
- Provision map available in school showing all the provision for SEN children

**Partnerships with External Agencies**

What support from outside does the school use to support my child?

The school works with a number of external agencies to seek advice and support to ensure that the needs of all children are fully understood and met.

The school fosters liaison and communication with professionals and parents; it attends all meetings and prepares all reports. The SENCO is available for meetings through the school office.

The school organises:

- Regular meetings as required
- Referrals to outside agencies as required following internal and LA systems
- Speech and Language therapy for specific individual pupils
- Educational Psychologist visits
- Specialist teacher visits
- EMA Network (Ethnic Minority Achievement Network) visits
- Medical Professionals – requesting advice as needed
- Liaison with (CFP) Children and Families Practice MK
- Liaison with (CSC) Children's Social Care

Special Education Needs and Disabilities Information and Advice Service (SENDIAS)  
Civic Offices,  
1 Saxon Gate East,  
Milton Keynes, MK9 3EJ  
01908 691691

SENDIAS offers impartial information, advice, guidance and support to the parents/carers of a child (aged 0-19) with an identified special educational need, or where there is a concern that there may be a special educational need.

Education Professional responsible for children who are looked after.  
Michelle Mellor Head Teacher of Virtual School in MK

The Virtual School oversees and monitors provision for children who are in the care of the local authority.

### Transition

How will the school help my child move to a new class/ year group or a different school?

Children and young people with SEND can become particularly anxious about “moving on” so we seek to support successful transition by:

#### **When moving to another school:**

We will contact the School SENCO and share information about special arrangements and support that has been in place for your child to help your child achieve their learning goals. We will ensure that all records are passed on as soon as possible.

#### **When moving classes / forms in school:**

An information sharing meeting will take place with the new teacher.  
Opportunities to visit the new class / teacher will be provided.

#### **Year 2-3 or 6-7 transition**

The SENCO and/or class teacher will attend a transition meeting to discuss the specific needs of your child and the nature and level of support which has had the most impact. In some cases additional multi-agency meetings may be arranged to create a more detailed “transition” plan which may include more visits to the new school and/or additional visits from the new school to see your child in their current setting.

### Staffing Expertise

How skilled are the staff in meeting the needs of my child?

Our SENCO actively engages with local opportunities to share best practice and keep abreast of current local and national initiatives and policy to support pupils with SEND.

An ongoing programme of training is in place to ensure that teachers and support staff have appropriate skills and knowledge in areas that will improve their teaching and support of children with SEND. Recent training has covered :

- English and Maths
- Speech and Language
- Nurture/ Social and emotional needs
- Behaviour support
- Autistic spectrum
- Medical needs and support

Milton Keynes has Special Schools provision which schools can go to for advice to review, evaluate and develop provision for pupils who have the most complex needs.

## Budget

How are the school's resources allocated?

The school has an SEND Budget allocated each year. The money is used to provide additional support or resources to support the needs of children.

This can be

- Providing specialist equipment to support a need e.g.: a writing slope or exercise books using buff or cream coloured paper to reduce glare or visual distortion
- Providing additional intervention programmes to help a child learn and progress
- Providing a Teaching Assistant to support small group learning
- Providing any resources to support learning in any area

## Environment

How accessible is the school environment?

- Wide doors are fitted to outside doors on the main building and main entrance on Year 3
- Three toilets are adapted for disabled use. One in reception, one in the medical room and one in Year 3
- All door thresholds around the main building are level
- Ramped level access from the car park to the main building reception
- Disabled spaces marked out in car park

## Activities and Trips

How will my child be included in activities outside the classroom, including school trips?

Activities and school trips are available for all

- Risk assessments are carried out and procedures are in place to enable all children to participate
- However, if it is deemed appropriate that an intensive level of 1 to 1 support is needed, a parent or carer may be asked to accompany their child during a specific activity

## Parental Involvement

How can I help support my child's learning?

We value parents as partners in their child's learning journey. All parents are encouraged to contribute to their child's education. This may be through:

- Parents evening discussions
- Working with your child at home by hearing them read regularly, supporting completion of homework and other additional activities provided by school
- Review meetings
- Ensuring good attendance and punctuality
- Ensure your children are ready for school; sufficient sleep, nutritious breakfast and have all they need with them - well equipped for learning

## **Appendix 1**

### **Children and Families Bill 2013**

The Children and Families Bill takes forward the Coalition Government's commitments to improve services for vulnerable children and support strong families. It underpins wider reforms to ensure that all children and young people succeed, no matter what their background. The Bill will reform the systems of adoption, looked after children, family justice and special educational needs.

The Government is reforming the system for children and young people with special educational needs (SEN), including those who are disabled, so that services consistently support the best outcomes for them. The Bill will extend the SEN system from birth to 25, giving children, young people and their parents/carers greater control and choice in decisions and ensuring needs are properly met.

It takes forward the reform programme set out in Support and Aspiration: A new approach to special educational needs and disability: Progress and next steps by

- Replacing statements and learning difficulty assessments with a new Birth to 25 education, Health and Care Plan, extending rights and protections to young people in further education and training and offering families personal budgets so that they have more control over the support they need;
- Improving cooperation between all services that support children and their families and particularly requiring local authorities and health authorities to work together;
- Requiring local authorities to involve children, young people and parents in reviewing and developing provision for those with special educational needs and to publish a "local offer" of support

#### **What is the local offer?**

The local offer was first introduced in the Green Paper (March 2011) as a local offer of all services available to support disabled children and children with SEN and their families. This easy to understand information will set out what is normally available in schools to help children with lower level SEN as well as the options available to support families who need additional help to care for their child.

#### **What will the local offer do?**

This will provide information about services in the local area and how these can be accessed. With regard to education it will let parents / carers and young people know how schools and colleges will support them and what they can expect from these settings. It will help parents / carers and young people make decisions about how best to support the needs they have. During the last year the format has been discussed at national and local level.

## **Appendix 2**

### **Glossary of terms**

ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
APS	Average Points Score
ASD	Autistic Spectrum Disorder
AWPU	Age weighted pupil unit
BESD	Behavioural Emotional and Social Difficulties
BST	Behaviour Support Team
CAMHS	Child and Adolescent Mental Health Service
CFP	Children and Families Practice
COP	Code of Practice
CP	Child Protection
CSC	Children's Social Care
DCD	Developmental Coordination Disorder
EAL	English as an Additional Language
EHCP	Education, Health and Care Plan
EP	Educational Psychologist
FSM	Free School Meal
HI	Hearing Impairment
IDACI	Income Deprivation Affecting Children Index
IEP	Individual Education Plan
ISR	In School Review
KS	Key Stage
LAC	Looked After Child
LA	Local Authority
MLD	Moderate Learning Difficulty
NC	National Curriculum
OT	Occupational Therapist
PRU	Pupil Referral Unit
PSP	Pastoral Support Plan
SALT	Speech and Language Therapist
SEN	Special Educational Needs
SEND	Special Educational Needs and Disability
SENCO	Special Needs Coordinator
SPLD	Specific Learning Difficulty
VI	Visual Impairment

### **Appendix 3 Notional SEND Budget**

- First £6000 will be allocated using proxy indicators (regardless of whether or not the pupil has an EHCP)
- Proxy indicators
  - £5000 from the lump sum
  - 4% AWPU
  - 25% FSM in Primary sector or 30% FSM in Secondary sector
  - 50% IDACI
  - 100% Prior Attainment