

Who is responsible?

You are responsible for:

- Informing the class teacher or SENCo of any concerns you have with your child's ability to learn or behaviour.
- Attending reviews of your child's progress.
- Participating in activities or strategies suggested by the class teacher or SENCo to help your child's development.



The Class Teacher is responsible for:

- Making sure that your child is making progress by identifying, planning and delivering any additional help your child may need. This could be things like targeted work, additional support and letting the SENCo know of any concerns.
- Taking on Individual Teaching Plans (ITP's), sharing and reviewing these with parents at least once each term and planning for the next term.
- Ensuring that all staff working with your child in school are helped to deliver the planned work for your child, so they can achieve the best possible progress. This may involve the use of additional adults, outside specialist help and specially planned work and resources.
- Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND.



The SENCo (Special Educational Needs Coordinator) is responsible for:

- ♦ Co-ordinating the support for all children within school with SEND.
- ♦ Developing the school's SEND Policy to make sure all children get a consistent, high quality response to meeting their needs in school.
- ♦ Updating the school's SEND register and making sure that there are detailed records for your child's progress shared with the relevant adults within school.
- ♦ Providing specialist support/training for teachers and support staff, in the school.
- ♦ Liaising with all the professionals who may be advising school staff in how to best support your child's learning needs.

Our outside Agencies include: The Speech and Language Therapist, Pines Outreach Service, Educational Psychologist, Pupil and School Support, Hearing / Visual Impairment Support Service, Communication and Autism Team and other services, as may be required.

The SENCo will also ensure that you are:

- ♦ Involved in supporting your child's learning and target setting each term.
- ♦ Kept informed about the support your child is being given and who this is delivered by.
- ♦ Involved in termly reviews giving the opportunity to discuss progress and any concerns that you may have.

The acting School SEN Coordinator is:

Miss Z. Harries

Telephone: 0121 675 3319



The Head teacher is responsible for:

- ♦ The day to day management of all aspects of the school, including support for children with SEND.
- ♦ He will give responsibility to the SENCo and class teachers but is still responsible for ensuring that your child's needs are met.
- ♦ He must make sure that the Governing Body is kept up to date about any issues in the school relating to SEND.

Head Teacher:

Mr R. Baker

Tel: 0121 675 3319



The SEN Governor is responsible for:

- ♦ Making sure that the necessary support is made for any child who attends the school who has SEND
- ♦ They must be in communication with the Head Teacher about any issues in the school relating to SEND.

SEN and LAC Governor:

Mrs M. Ryan

Tel: 0121 675 3319