



SEND Local Offer for St Francis of Assisi Catholic Primary School,
Skelmersdale
October 2023

1. Accessibility and Inclusion - what our school can offer

At St Francis of Assisi Catholic Primary School, we believe that full access to learning is the right of every child in our school community. Our Mission Statement states that: We love and grow in Christ We live and learn in Partnership We build and share together. All members of our staff are dedicated to full inclusion of all children, in line with the Catholic ethos upon which our school is based.

The school provides

- St Francis of Assisi is committed to providing a fully accessible environment which values and includes all pupils, staff, parents, and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs.
- The school has ensured that that all doorways and entrances to the school are on a single level and wide enough to accommodate a wheelchair if necessary.
- Accessible disabled parking spaces are available close to the main entrance.
- There is a disabled toilet with changing bed which is accessible to children, staff, parents and visitors, as appropriate.
- Leading from the classroom doors into the playground, each classroom is fitted with an appropriate exit.
- Furniture is modern and of a suitable height appropriate to the age group of children being taught in that classroom.
- Lighting, acoustic treatment, colour schemes, and more accessible facilities and fittings have been further developed.
- All of our relevant policies are available on the school website and noticeboards are placed around school in addition to weekly newsletters. Provision in other formats is available on request.
- The school website has a translate function.

2. Teaching and Learning - what our school can offer

- All staff understand the importance of Early Identification of children's additional needs and removing barriers to learning.
- The school works closely with parents and outside agencies to ensure needs are accurately identified and effectively met.

- A quality first teaching approach is used by all staff.
- Staff are trained regularly with regard to SEND and specific training is offered according to need.
- Tracking systems are in place to monitor children's academic progress including those in receipt of the Pupil Premium as well as pupils with SEND
- The SENDCo regularly reviews the progress and attainment of all children. Identification of a particular need may come from these reviews and/or discussions with class teachers.
- The SENDCo works closely with parents and teachers to plan an appropriate programme of intervention, which may include small group work or an individual Targeted Learning Plan.
- The programmes of intervention, personalised learning and support reflect the need to access the whole curriculum and develop independent learning skills.
- Permission is requested from parents to complete diagnostic screeners for dyslexia and dyscalculia with children who are experiencing difficulties acquiring skills in literacy or numeracy.
- When necessary, school buys in support and advice from a specialist teacher and/or an educational psychologist to carry out formal assessments and to provide strategies that school can implement to support children with SEND.
- Referrals are submitted to the Speech and Language Team and other specialist agencies as needed.
- Where a multi-agency approach is required to support the needs of a pupil, an Early Help Assessment will be completed with parents and an Early Help meeting will be arranged where all stakeholders can meet and work together to formulate and implement an action plan to ensure appropriate support is delivered.
- Children with Hearing Impairments, Visual Impairments and medical needs such as diabetes, allergies and eczema are supported by both NHs professionals and the Lancashire Inclusion Service team. Staff training and medical advice, support and training is also provided by the school nurse.
- A number of staff throughout the school have completed Paediatric First Aid training.
- School employs a Wellbeing mentor to support children in school and coordinate support from outside agencies.
- A well-equipped sensory room is available for individual and small group use as required.
- Compass Bloom provide mental health support in school for identified children.
- Arrangements for SATs tests are made in advance in accordance to government advice as expressed on their website.

3. Reviewing and Evaluating Outcomes - what our school can offer

- Targeted Learning Plans that are developed to set personalised targets, which are reviewed and updated at least termly.

- If barriers remain, school will follow the graduated response and follow the relevant pathway so that further support can be secured.
- Following detailed assessments appropriate targets are set to meet individual needs using PIVATs (Performance Indicators for Value Added Target Setting) where appropriate
- Parents participate fully in annual reviews of EHC Plans and receive copies of all relevant paperwork concerning their child whilst pupils are also encouraged to make a contribution to the review.
- Links to outside agencies to support in reviewing and evaluating outcomes.
- The Class teacher will keep parents informed of their child's targets at least one a term.
- School operates an open-door policy with regards to any concern a parent may have.

4. Keeping Children Safe - what our school can offer

- Health and Safety checks are completed by the Premises Manager and Site Supervisor. Health & safety risk assessments are reviewed annually by staff.
- Trips that are fully risk assessed by class teachers and supported by our Educational Visits Co-ordinator and signed off by the headteacher and reviewed by the governing body.
- Category B visits that are approved by the governing body.
- Parents of children with additional needs are given the car park barrier code so their child can be dropped off and picked up from school via the main entrance.
- All parents sign a form and name adults who can collect their child at home time.
- The head teacher and the Wellbeing mentor supervise the entrance gate every morning.
- There are members of staff on duty during each break time and members of the welfare staff and teaching assistants at lunchtime.
- We also supervise children with additional needs at breaks and lunchtime as part of the child's individual care plan.
- An anti-bullying policy is on the school website and hard copies of the policy on request.

5. Health (including Emotional Health and Wellbeing) - what our school can offer

- All emergency medicine is recorded in a medicine file and kept in a safe along with details of dosage, parents sign to grant authorisation to the school to administer to their child. All medicine is recorded in a medicine book along with details of dosage and frequency.

- Care plans when needed are drawn up by the school nurse, parents/carers and school staff. They are kept centrally and securely for all staff to be aware of and a copy is passed to the relevant staff in school.
- Training is provided to staff by relevant medical professionals to support children with medical conditions.
- If we are informed of any allergy by parents, it is good practice to contact the School Nurse to ask for advice about setting up a care plan. In case of a medical emergency, school procedure is to call 999 first and then parents after. Information about how to conduct medical emergencies is displayed in the school office by the telephone
- Key staff have been trained in paediatric first aid.
- The school commissions a counsellor and to support children with emotional needs when appropriate.
- A member of staff has achieved a 'mental health first aider' qualification
- School can access external support for both mental and physical wellbeing using a range of organisations.
- Parents can access the Policies for school on the school website.

6. Communication with Parents - what our school can offer

- We operate an open-door policy so parents can communicate as much as possible and meet with the headteacher, SENCO and Wellbeing Mentor at short notice.
- Teachers communicate with parents daily.
- The website and school dojo app provide parents with information and up-to-date news.
- A weekly newsletter is delivered to parents/carers via the app and website each week.
- School hold two parent's evenings a year to provide parents with opportunities to discuss the progress of their child.
- Parents views are sought during induction meetings, open evenings and through questionnaires which are then analysed.
- Communication through the virtual world in the medium of Twitter, Facebook, Dojo and the school website so that parents can provide instant feedback.
- Friendly staff, wear name badges to make themselves visible to visitors and parents.
- The website contains details of all staff currently employed by the school and the School Prospectus also provides this information.
- Parent governors support the leadership of the school.

7. Working Together - what our school can offer

- Everything we do in school flows from our Mission Statement "We live and grow in Christ" Staff are committed to fulfilling the aims of the Mission Statement.
- Use of social media for parents to celebrate their children's successes.

- Parent's evenings and an annual report.
- Parental questionnaires.
- An open-door policy so parents are welcomed into classrooms to discuss their child's education.
- St Francis' has a School Council for pupils to contribute their own views. Two children from each year group are elected to represent their class's views at our School Council.
- The school councillors are involved in decision making processes and in OFSTED / RE Inspections and staff appointments, welcoming and showing visitors around the school and answering their questions
- Staff, parent and community governors on the governing body including a named Governor for SEN.
- The SENDCo reports back regularly to the governing body and the governor elected for SEND.
- Parents are able to be involved in school life through being part of the PTA or attending events.
- Support from relevant agencies working collaboratively to support children with SEN and/or health needs. Regular training takes place to ensure that children are safe and have the correct care.

8. Help and Support for Families - what our school can offer

- A SENDCo and Wellbeing Mentor are available to offer advice and support to families, this includes support in completing forms and paperwork, making referrals to health and wellbeing services as well signposting to other support services
- The School website and newsletter offer regular information to signpost families to advice, guidance and support.
- There is a Community Notice board at the main gate and a board in the reception area which contains additional information of upcoming events or general useful information.

9. Transition to Secondary School - what our school can offer

- The majority of children in year 6 transfer to Our Lady Queen of Peace Catholic High School. Close links exist between St Francis and Our Lady Queen of Peace Catholic High School so that transition from one setting to the next can be as effective as possible. The Year 6 teacher ensures transition information is passed on to the high school, including friendship groups and specific needs to support emotional and social well-being .

- A wide range of transition activities take place between our two schools. Throughout the year the children are involved in a range of sports and drama activities provided by the high school.
- Our Year 6 teacher and SENDCo hold meetings with the heads of year 7 for all the feeder secondary schools. Information is shared about children's medical needs and friendship groups along with information about special educational needs.
- Our Year 6 teacher, along with SENDCo, meet with the High School regarding each child to ensure continuity of learning for all children.
- Extra transition days are arranged with High School for any children that may benefit from this. Strategies are put in place, such as a map of school, visual timetable and home school liaison book.
- Support for parents to make links to external support for transition such as Children and Families Wellbeing Service and SENDIASS.
- The SENDCo will support parents throughout their child's transition period and will accompany the parents when visiting prospective schools, at their request.
- Support for children to gain a place at a summer school, to enable the child to become familiar with the new environment and meet some of the staff and peers at the school.
- Support for families when applying for a place for high school including and technical support
- Parents know that if they need any help with filling out forms or the use of our computer facilities etc, we are only too happy to help. Staff in the school office will make appointments where necessary
- PSHE lessons in class discuss changes and relationship.

10. Extra-curricular Activities - what our school can offer

- St Francis has a Breakfast Club which runs from 07:45 – 08:45, when children are then escorted by a member of staff to their classroom to start the school day. The cost is £3.50 per session. A free breakfast is provided for any children arriving at school who have missed having breakfast.
- The school runs an After School Club which provides a wide range of activities and is available to all children from 3.15 to 5.30 and costs £6.50 per session.
- Children in year 5 and 6 have the opportunity to go on a residential holiday for two nights in the summer term. This can be subsidised for pupil premium children.
- We offer a variety of after school clubs for children from Year 1 upwards. Staffing is provided to make all out of school activities inclusive. Clubs offered include: baking club, art & craft, maths, gardening, knitting, choir, dance and a wide range of sports provided by West Lancs Sport Partnership and are all free.
- KS1 & KS2 children have the access to Holiday Clubs through the local cluster of primary schools called SHARES. The Holiday club takes place in every school holiday except Christmas. The charge is usually £40 for 5 days.

