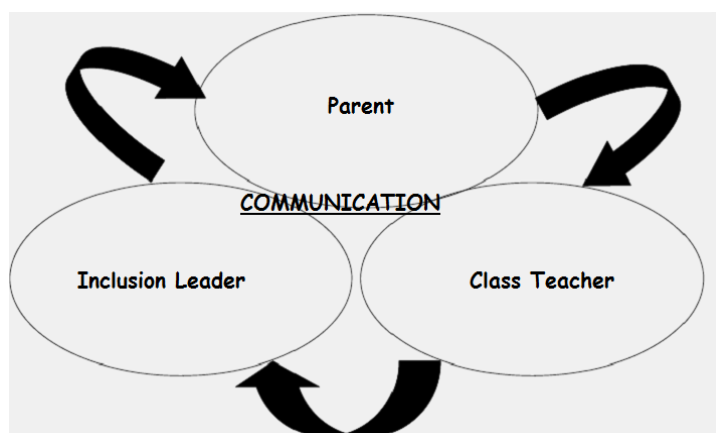


- 1) Who are the best people to talk to in this school about my child's difficulty with learning/ Special Educational Needs or Disability (SEND)?



### **The role of the Class Teacher(s)**

The responsibility of the Class Teacher is to:

- Provide appropriate support for children who need help with the four areas of SEND (see Inclusion Policy -Page 4)
- Plan to provide effective and differentiated support to overcoming barriers to learning.
- Plan for children's full participation in learning, and in physical and practical activities
- Help children to manage their behaviour and to take part in learning effectively and safely;
- Help individuals to manage their emotions, particularly trauma or stress, and to take part in learning.
- Provide appropriate support and allow all pupils to access their learning through quality first teaching.

### **The Role of the Inclusion Leader: Mrs Stanton**

The Inclusion Leader Mrs Stanton manages the co-ordination, strategic development and implementation of the Inclusion Policy. She works closely with the Senior Leadership Team, with Mrs Dennis, SENCo Assistant and all teaching and support staff to:

- Promote the importance of supporting children with SEND across the whole school
- Co-ordinate the provision for and develop and implement the responses to children's special needs;
- Support and advise colleagues and parents/carers.

- Contribute to and manage the records of all children with special educational needs;
- Monitor the school-based assessment and analyse subsequent data that is generated as part of this process.
- Complete the documentation required by outside agencies and the LA; act as the link with parents so that they are actively involved in their child's education;
- Maintain personalised resources and a range of teaching materials to enable appropriate provision to be made;
- Act as link with external agencies and other support agencies;
- Monitor and evaluate the special educational needs provision and report to the governing body;
- Manage and delegate a range of resources and interventions (human and material), linked to children with SEND.

### **The role of the Head Teacher: Miss Heather Cooke**

The Head Teacher Miss Cooke is responsible for-

- The day-to-day management of all aspects of the school; this includes the support for children with SEND.
- The Head teacher will give responsibility to the Inclusion Leader, SENCo Assistant and class teachers, but is still responsible for ensuring that your child's needs are met.
- The Head teacher must make sure that the Governing Body is kept up to date about issues relating to SEND in liaison with the Inclusion Leader.
- Attend SEND meetings that are applicable.

### **The role of the SEND Governor**

- Understand how the responsibilities for SEND provision are shared within the school
- Meet the SENCO on a termly basis to gain information about the provision made for pupils with special educational needs and to monitor the implementation of the SEN policy
- Discuss with school staff the outcomes of the school's monitoring and evaluation of the provision made for pupils with special educational needs
- Observe at first-hand what happens in school both inside and outside the classroom to ensure that SEND pupils are actively involved in all aspects of school life
- Take opportunities to meet and talk with parents of SEND children
- Keep informed about developments in the area of special educational needs, nationally, locally and within the school.
- Be familiar with the Inclusion policy and be actively involved in its review and development.

- Agree with the governing body, the Head Teacher and the SENCO the indicators which should be reported on by the school to the governing body to say whether the policy is working, and the timescale for that reporting
- Ensure that the SEN policy is linked to the School Development Plan and the budget setting process
- Ensure that funds are allocated each year within the school budget specifically to cater for SEND pupils and to support the implementation of the Inclusion policy.
- Provide support and encouragement for staff with SEN responsibilities and champion their role within the school; provide a channel of communication between the SENCO and the governing body

SEND Governor: Miss Anne Heavey - September 2018

Chair of Governors: Mr Justin Leahy