

# The Chalfonts Community College Special Educational Needs and Disability (SEND) Annual Information Report September 2016.

---

The Chalfonts Community College is a much larger than average sized secondary school. The proportion of students with special educational needs and/or disabilities (SEND) is similar to that found nationally. The College has additionally resourced provision for 8 students with physical disabilities (subject to confirmation from the Local Authority).

Our aim is to enable all students to participate fully in the life and work of The College to the best of their abilities, whatever their need. We provide an inclusive mainstream learning environment for all our students and all students are expected to follow the behaviour for learning policy and respect the learning of other students. Quality teaching is vital for all students, however for some students it is recognised that on occasions additional support may be needed for them to achieve their potential.

## **1) The Chalfonts Community College SEND provision**

The type of SEND provision that The Chalfonts Community College caters for broadly includes the four main areas of need as set out in the Special Educational Needs and Disability code of practice June 2014.

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and/or physical needs

The College has an Additionally Resourced Provision (ARP) for students aged 11 – 18; with a physical disability (PD) we provide an accessible and supportive environment for an inclusive education. The College has a number of features which maximise accessibility. These include automatic door openers, lifts to nearly all upstairs areas, adjustable height tables and 6 specially adapted toilets and an adapted PE changing area. As well as a resource base, there is a physiotherapy room with a variety of exercise equipment and staff trained in the use of evacuation chairs, in the case of an emergency. The Learning Support base also has a therapy room.

The College's Accessibility plan has recently been updated and is available on request. Please email one of the staff mentioned at the end of this document if you wish to read a copy.

If a student has a medical need, either in addition to SEND needs or as a specific medical need, a detailed health care plan will be compiled with support from the College's Medical Administrator, in consultation with parents and other appropriate staff.

The College's Medication Policy and Disability Policy can be found here: <http://www.chalfonts.org/page/?title=Policies&pid=54>

## **2) The Chalfonts Community College SEND Policy**

(Including identifying and assessing pupils with SEND, evaluating the effectiveness of provision and assessing and reviewing the progress of pupils with SEND).

A variety of factors are considered when identifying and assessing a student regarding SEND, these include some of the forms of identification listed below but are not limited to:

- Close liaison with primary schools on transition to The Chalfonts Community College.
- Close liaison with parents on transition to The Chalfonts Community College.
- Effective use of primary school progress data.
- Literacy screening tests of all pupils at the start of Year 7.
- Cognitive ability testing of Year 7 students during the autumn term.
- Discussion with parents/carers over topics they may wish to raise.
- Discussion with the student.
- Liaison with subject staff, group tutors and the Pastoral Team.
- Liaison with outside agencies.
- The student's performance against expected progress data.
- Year 9 screening tests for Access Arrangements.

Where concerns are highlighted and if appropriate the Learning Support Department, in liaison with parents/carers and the student, will carry out more detailed screening test and if necessary further advice will be sought from external agencies.

An inclusion profile (IP) is written for all students identified as having SEND and made available for teaching and support staff to help with lesson planning and teaching. These are reviewed up to three times a year with parents/carers and the student. Learning Support staff are available for appointments with parents/carers at both the Parent's consultation Day in November and the scheduled Year Group Parent's evening. Further appointments can be made with Learning Support staff if necessary. Learning Support staff also monitors the support and progress of students via a fortnightly team meeting. The College has scheduled SEND Link teachers meetings, in which subject staff from the different subject areas can raise concerns regarding particular students with the Learning Support staff and effective teaching and learning strategies can be discussed.

Learning Support staff also liaise regularly with the students identified as having SEND to gain an understanding of their views. Some SEND students have a designated keyworker.

Each Year Group has an identified member of the Learning Support Department attached to the Year Group, who attends regular Year Team meetings and works closely with the Year Leader and Group Tutors to monitor the effectiveness of the provision in place for students and the progress being made by students.

The College reporting system to parents is used to track overall progress of students alongside more detailed assessments of individual students as necessary or appropriate. Learning Support staff monitor data of SEND students to identify students who are not making expected progress or who may require further assessments or interventions.

College staff can refer students to the Learning Support Department if they feel that a student may have undiagnosed SEND and a decision will then be made regarding possible further interventions, assessments or referrals.

For those students with a Statement of Special Educational Needs or an Education Health care Plan (EHC Plan) Annual Reviews are held in line with the Local Authority Policy on carrying out Annual Reviews and reporting to parents. Each student with a statement/EHC Plan has an allocated keyworker Learning Support Assistant and a statement manager who oversees the provision and whom parents/carers can contact if they have any concerns.

The current SEND support at Chalfonts Community College includes but is not limited to some of the following and is tailored to suit individual student needs as considered appropriate:

- In class Learning Support Assistant support for identified students. The type of support depends on the students' needs and the planning requirements of the subject teacher.
- Specialist Learning Support Assistant 1:1 sessions for targeted areas of need such as reading, spelling, organisation.
- Specialist 1:1 and small group Teacher Support for those students identified as having the greatest need.
- Specialist SpLD (Specific Learning Difficulty) support for some students identified as Dyslexic.
- The use of a laptop or note book in some lessons as agreed with teaching staff and Learning Support Department staff and if it is considered to be appropriate to support the student's needs.
- Registration reading support for those students with low reading ages – The College uses Accelerated Reader, a reading intervention package designed to monitor reading progress.
- A social skills intervention programme for some identified students.

- Break and lunchtime support for some vulnerable students.
- Homework club for SEND students who may need additional support with homework tasks.
- A study support group in Year 9, 10 and 11 for key identified students – the decision to participate in this group is taken during the option choice process, in liaison with students and parents.
- There is a significant pastoral support offered by the Year Leaders and pastoral support staff for individual students with identified areas of need. These students are identified by Year Leaders in conjunction with the Student Development, Behaviour and Welfare manager and pastoral support team, working in close liaison with the SENCO and Strategic Leader of Learning Support. The College has a strong pastoral support system that works very closely with the Learning Support Department, to support students with identified SEND especially in the areas of social and emotional support.
- Specialist support from outside agency staff, for example Speech and Language therapists or the Specialist Teaching Service, as well as close liaison with staff from agencies such as CAMHS (Child and Mental Health Services).
- The College has access to limited support from the Local Authority Educational Psychology services to support students who meet the service criteria for input.
- A very small number of students access provision from offsite providers such as CSEC (Chiltern Skills and Enterprise Centre) or outreach workers who come into school.
- All students are screened for Access Arrangements for Public Examinations in Year 9 using the Lucid Exact screening test and further assessments and specialist reports are compiled as necessary. Learning Support staff work closely with subject teachers to gather appropriate evidence as required by JCQ (Joint Council for Qualifications) for assessing the need for Access Arrangements during Examinations. During KS3 Access Arrangements are put in place at the discretion of the Learning Support Department based on student need and monitored as appropriate to build up evidence for future Public Examinations.
- The College has a commitment to providing higher level learners with SEND a high level learning experience appropriate to their learning ability.

The College's SEND policy can be found here:

<http://www.chalfonts.org/page/?title=Parents&pid=10>

### **3) The Chalfonts Community College approach to teaching pupils with SEND**

The Chalfonts Community College promotes a mainstream inclusive education. The teachers at The Chalfonts Community College are encouraged to use 'Quality First Teaching' practices and ensure that effective differentiation and appropriate targets are in place to meet the needs of all students in their classes. All pupils are taught by subject teachers, supported as appropriate by staff from the Learning Support Department. The subject teacher is

responsible for tracking the student's progress. Students with SEND identified through the processes previously stated may access additional support as necessary.

#### **4) The Chalfonts Community College facilities**

As previously stated the College has an additionally resourced provision for students with physical disabilities and all but one or two small areas of the College are fully accessible by wheelchair users. The College's main building areas are DDA compliant. It is expected that no student is ever denied access to any College activity, trip or visit as a result of their SEND. (All trip organisers have to carry out a risk assessment prior to leading the trip).

The Learning Support base provides a busy but managed area at break and lunchtime for students who may feel socially vulnerable or need support from staff in the Learning Support base at these times.

Sixth form students with physical disabilities have access to allocated disabled parking facilities.

#### **5) The Chalfonts Community College staff training in relation to SEND**

The SENCO has gained the National Award for SEN Co-ordination.

Specialist training is accessed through the specialist teaching service, Educational Psychology service and from outside agencies working closely with the College. A comprehensive Continuing Professional Development (CPD) programme is in place for College staff. Individual staff can access training with regards supporting SEND students, either through the CPD programme or via the Learning Support Department, which has staff with training, expertise and qualifications in supporting students with SEND.

#### **6) The Chalfonts Community College consultation arrangements for students with SEND.**

If parents have a concern about a specific subject they should contact the subject teacher or Head of Department in the first instance. If the concern is pastoral then the student's Group tutor or Year Leader should be contacted. Specific concerns which relate to the students SEND should be raised with the SENCO or SEND Year Group coordinator. Contact details can be obtained by emailing the SENCO. All staff will work closely to help resolve the concerns and liaise closely with parents/carers and the student.

A member of the Learning Support Department will be available at the Parents Consultation Day in November (see College calendar for details) and will also be available at the Year Group Parents evening (see College calendar). Parents/carers should contact the Learning Support team if they would like an appointment on these occasions. If a parent/carer would like an appointment at any other time then they can contact the SENCO or appropriate member of the Learning Support Department and as far as possible a mutually convenient appointment time will be made.

A copy of a student's inclusion profile (IP) will be sent to parents in preparation for the Parents Consultation Day and assessment data will be sent to parents via the College's normal reporting system.

The Learning Support Department currently runs a fairly open communication system with parents/carers of students with SEND. This is based largely on student need and parent/carers preferences.

### **7) The Chalfonts Community College partnerships**

The following is a list of agencies who work with The Chalfonts Community College. The list is not exhaustive but gives an indication of the various partnerships currently in place to support students at The Chalfonts Community College.

- Specialist Teaching Service to support students with Autism, Hearing Impairment, Physical Disabilities and Language difficulties.
- Speech and Language therapists.
- Occupational therapists
- Physiotherapists
- Educational Psychology Service
- Family resilience workers
- CAMHS (Child and Mental Health Service)
- School Nurse
- Counsellors
- Child Protection Services
- Social care
- Community Paediatrics
- Pupil Referral Units
- Chiltern Skills and Enterprise Centre (CSEC)
- County SEN team
- Connexions careers service
- Hospital school's as relevant to individual students

Staff at The Chalfonts Community College work closely with our partners to ensure that students receive the support required to meet their needs.

The Chalfonts Community College also runs an employability programme that addresses the employability needs of all students including those with SEND. The aim of the programme is for all students to be given the opportunity to consider their long term plans and aspirations and be given guidance on how to achieve these goals. The Employability and Careers Programme includes student visits to Universities, to the 'National Apprenticeship Show'

and attendance at locally delivered Employability days, giving students a chance to meet with representatives from various organisations.

The College also employs a full time School Counsellor who has a Diploma in Person Centred Counselling and is also Cruse Bereavement Care trained. Students are referred by the Student Development, Behaviour and Welfare manager or Year Leader.

#### **8) The Chalfonts Community College's arrangements for students with SEND transferring between other education providers or preparing for adulthood.**

##### ➤ Year 6 – 7 Transition

A member of the Learning Support Department visits the key Primary schools with the Year 7 Year Leader and meets with the Primary school SENCO. Occasionally circumstances dictate that discussions take place via telephone. Members of the Learning Support Department are also available at the Year 6 Open evening and day to meet with parents and answer questions. On invitation a member of the Learning Support team will attend the Year 6 Annual Review of statemented (EHC plan) students. If it is felt that a student would benefit from an individual visit prior to the induction day this can be arranged with the Learning Support Department. A few students are also invited to attend a preliminary induction day, prior to the whole year group induction day in July. If The Learning Support Department are aware of SEND concerns prior to transition then appropriate information will be gathered from the primary school and parents/carers and a draft Inclusion Profile will be written.

##### ➤ Year 8 Option Choices (As from 2015 Option choices are made in year 8)

The member of the Learning Support Department responsible for managing the Year 8 year group works closely with the Year Leader, parents/carers and students to ensure that option choices are considered carefully and appropriate advice has been sought. This is based around a student's individual need.

##### ➤ Year 11

Students with SEND are considered a priority with regards connexions interviews. The connexions service attends the annual reviews of statemented students (EHC Plan) in 11 to ensure appropriate planning is in place for transition. The Learning Support Department see it as a priority that all statemented students (EHC Plan) and students with high level SEND have a suitable transition plan in place prior to the end of year 11. On occasions if required, a member of the Learning Support Department may visit a provider with a student and or parents/carers.

##### ➤ Year 12 and 13

Transition planning at this stage is carried out very much on an individual needs basis.

➤ Transfer to or from another school

If a student with SEND transfers to The Chalfonts Community College then The Learning Support Department will seek information from the students' parents/carers and previous school. It is expected that information regarding SEND is made available on transfer, to enable appropriate support to be managed. It is the responsibility of parents /carers to ensure that appropriate SEND information is given to the school prior to the student starting. If a student transfers to another school SEND records will be forwarded on request or as discussed with parents/carers.

**9) The Chalfonts Community College communicates the contact details for the support listed to students with SEND and their families via:**

- The College website
- 1:1 Discussions
- Parent/carers consultation meetings
- Discussions with students
- Via email/telephone contact with parents/carers
- Annual reviews for students with EHC Plans (statements)

**10) The Chalfont Community College key SEND contacts**

Ms Sheena Gaunt: Strategic Leader for Learning Support  
Email: [sheenagaunt@chalfonts.org](mailto:sheenagaunt@chalfonts.org) Tel: 01753 881707

Mrs Rachel Gregg: SENCO  
Email: [rachelgregg@chalfonts.org](mailto:rachelgregg@chalfonts.org) Tel: 01753 881650

Mrs Cathy Jones: PD (Physical Disability) Department Manager  
Email: [cathyjones@chalfonts.org](mailto:cathyjones@chalfonts.org) Tel: 01753 881650

**11) The Chalfonts Community College contact for compliments, concerns, or complaints from parents of students with SEND.**

Any of the above members of staff or Mr Russell Denial the Principal (Head teacher)

Please contact Mrs Emma Beck PA to the Principal

Mrs Emma Beck: PA to the Principal of the Chalfonts Community College

Email: [emmabeck@chalfonts.org](mailto:emmabeck@chalfonts.org) Tel: 01753 881622



The Chalfonts Community College complaints policy can be found here:

<http://www.chalfonts.org/page/?title=Policies&pid=54>

**The Chalfonts Community College link to Bucks Local Offer**

Information for the Local Offer for Buckinghamshire County Council is available at [www.bucksfamilyinfo.org/localoffer](http://www.bucksfamilyinfo.org/localoffer)

The Bucks Local Offer provides information and advice on Special Education Needs and Disability provision, both inside and outside the Local Authority. If you wish to contact Buckinghamshire County Council about the Local Offer please call 0845 688 4944 or email [familyinfo@buckscc.gov.uk](mailto:familyinfo@buckscc.gov.uk)

**Bucks SEND IAS**

Buckinghamshire Special Educational Needs and Disabilities Information, Advice and Support Service are an impartial team of advisers with expertise in supporting parents, children and young people on issues related to SEND. Independent Supporters can be available to support you with the Education Health and Care Plan and the EHCP needs assessment. Contact them on 01296 383754 or [sendias@buckscc.gov.uk](mailto:sendias@buckscc.gov.uk).