



Send Information Report	
Review date	January 2025

Who is the best person to talk to about my child's difficulties with learning, Special Educational Need or Disability (SEND)?

The class teacher is the first person a parent or caregiver should contact. The class teacher is responsible for:

Making certain that inclusive teaching and learning processes are implemented according to best practices.

Monitoring the progress of your child and identifying, planning and delivering any additional help your child may need, such as working in a small group, pre teaching and differentiating tasks according to their developmental level to help them meet success.

Liaising with school's SENDCO to ensure the child is receiving the appropriate support.

Writing Individual Education Plans (IEPs)/Learning Grids - sharing and reviewing these with parents at least once each term and planning for the next term

Supporting members of staff and sharing the information from the outer agencies working with your child, so they can achieve the best possible progress.

Making sure that the school's SEND Policy is followed in their classroom.

Ensuring all recommended support (advised by the SENDCO and/or specialist agencies) is implemented into daily lessons.

What if more support is required for your child?

If more advice/support is required then the school's SENDCO will meet with parents and the child's class teacher to discuss current progress, additional support and areas of concern.

SENDCO's responsibilities (overseen by the Head teacher for Inclusion) are:

Ensuring that child centred approaches are taken to get children's opinions that are central to their learning and support in school

Overseeing the day-to-day operation of the school's SEN policy

Co-ordinating provision for children with special educational needs

Liaising with and advising fellow teachers Managing learning support assistants

Overseeing the records of all children with special educational needs

Liaising with parents and carers of children with special educational needs

Contributing to the in-service training of staff

Liaising with external agencies such as Child Development Service, Occupational Therapy, speech and Language therapy, Physio therapy, Educational Psychologists, complex Needs and Dyslexia service and Language Communication Interaction Service.

Monitoring rate of progress of SEND pupils.

For the lifelong needs Education Health Care plan needs assessment can be requested by the SENDCO. Parents can also initiate the process to achieve EHC plan for their child. Please see the link below;

https://families.newham.gov.uk/kb5/newham/directory/advice.page?localofferchannel=2&iid=N_1S36jRJJU

Shahin Parvez is the school's SENDCO. She can be contacted from

Monday – Thursday on the school telephone number - 0208 534 7967 or via email

info@odessa.newham.sch.uk.

What support is offered at Odessa Infant school for children with SEND?

Odessa is a SCERTS lead school and takes SCERTS as a topmost priority when catering for pupils with SEND.

For your child this would mean...

SEND pupils are part of their mainstream of the classroom and spend most of their time in class with their peers.

That the highest priority is given to develop functional communication and emotional regulation so that they are ready to take ownership of their own learning.

Every behaviour is interpreted as a gesture of communication.

Learning tasks are created that are according to pupil's developmental level so that they can be motivated, excited and challenged by their lessons.

Advice from specialist services is shared with teachers and parents - it is received and implemented as soon as possible.

Capital culture is taken into account when catering for needs.

Some children will have been identified by the class teacher/SENDCO as needing some extra specialist support in school from a professional outside the school. This may be

from: - Local Authority central services such as the Complex Needs Team and Dyslexia Service, Language Communication and Interaction Service (LCIS) or the Sensory Service, speech and Language therapy, Occupational Therapy, Educational Psychology, child Development Service, CHAND (CHildren with Autism in Newham - Diagnosis Service) and Child and Adolescent Mental Health Services (CAMHS)

Please be aware that the school does not control these services, they are allocated by the Local Authority.

How are the teachers in school helped to work with children with SEND and what training do they have?

All the teaching staff have had Social Communication Emotional Regulation Transactional Support (SCERTS) training.

SENDCO working directly with children to model and share effective practice.

SENDCO delivering interventions to build strong teamwork.

Provide training as needed for staff to take initiative when meeting pupils needs.

Access to outside agencies and the Local Authority; to seek advice and financial assistance

Implement recommendations provided by outside agencies to cater for pupils' needs

Staff to share strategies at meetings on Monday (teachers) and Thursday (support assistants)

Support teachers to plan tasks that promote independent learning

Pupil Progress meeting outcomes to be shared with SENDCO to get feed back

Arrange staff training according to the class needs

How is Odessa Infant school being accessible to children with SEND?

The school building is on one level and therefore accessible to children with physical disability via ramps

Most of the classrooms are at one level and accessible via ramps

We ensure that equipment used is accessible to all children regardless of their needs

Adapt the environment for children with sensory impairments.

School also has access to a Disabled Toilet, Medical Room, Library, Sensory Room and Ball Pool.

How do we support your child if he or she is transferring to new classes at the end of year one or moving into a new environment?

We recognise that transitions can be difficult for a child with SEND and take steps to ensure that any transition is as smooth as possible.

If your child is moving to another school:

We will contact the school SENDCO and ensure he/she knows about any special arrangements or support that need to be made for your child.

We will make sure that all records about your child are passed on as soon as possible. If your child has a high level of need:

A meeting between the new and current SENDCO will take place to ensure all the information about your child's needs and level of support is shared.

A transition plan will be shared and discussed with the parent.

Additional visits to the new school may be required to allow your child to become familiar and comfortable in their new environment. In some cases staff from the new school will visit your child in this school.

A transition book will be made containing photographs of their new school and teacher(s) to support their understanding of the move.

When moving classes in school:

Information will be passed on to the new class teacher in advance and in most cases, a planning meeting will take place with the new teacher. All IEPs/learning grids will be shared with the new teacher.

A transition book will be made for the child that would contain photos of their new class and staff.

How do we measure the progress of my child in school?

Children's progress is measured using the BSquared assessment tool termly.

What support do we have for parents of a child with SEND?

The class teacher is regularly available to discuss your child's progress or any concerns you may have and to share information about what is working well at home and school so that similar strategies can be used.

Odessa has an open door policy, which means that the SENDCO is available to meet with you to discuss your child's progress or any concerns/worries you may have.

All information from outside professionals will be discussed with you.

Learning Grid's will be reviewed with your involvement each term.

SCERTS coffee mornings are part of our continuous support to the parents of children with SEND needs.

SENDIAS – Special Educational Needs Disability Information Advice Support Service

A statutory service designed to support parents/carers of children with SEND can be accessed using the following link;

<https://families.newham.gov.uk/kb5/newham/directory/localoffer.page?localofferchannel=8>

Local Offer

Information and support services available to Newham families in the local area can be accessed using the following link-

<https://families.newham.gov.uk/kb5/newham/directory/localoffer.page?localofferchannel=0>

If you wish to make a complaint to the school please see the link here to our complaints policy

<https://odessa.newham.sch.uk/wp-content/uploads/2018/12/Complaints-policy.pdf>