

SEND LOCAL OFFER (INFORMATION REPORT)



In line with Special Educational Needs and Disability Code of Practice (2014) and the Children's & Families Act (2014) all schools are required to produce a SEND Information report (sometimes known as the school's local offer).

1. How does the school know if children need extra help and what should I do if I think my child may have special educational needs?

At Herne Junior School children are identified as having special educational needs (SEND) through a number of ways including the following:

- Discussions with the previous school
- Concerns raised by parents
- Concerns raised by teaching staff
- The child is performing significantly below the expected level for their age
- By looking at progress that has been made by the child
- Liaison with the external agencies
- Health diagnosis through paediatrician

Please talk to us if you have a concern. We want to work with you to support your child and to help them develop.

2. How will the school staff support my child?

The class teacher will oversee, plan and work with **all** children in the class to ensure appropriate progress is made. If a child has SEND the SENDCo will be involved to make sure that additional support / resources are employed to allow for progress and the development of the child's well-being. At Herne, each class has a Learning Support Assistant (LSA) to support Literacy and Numeracy lessons. Also, your child may work with a LSA individually or in small groups if deemed appropriate. If this is the case the class teacher will let you know about the sessions when the support is required, these conversations may be informal, or during a meeting or at Parents' Evening. As a school we also have a Home School Link Worker; part of this role is to ensure the child's well-being is always considered and additional support can be allocated if necessary. On top of this, we have 1 ELSA (Emotional Literacy Support) and 3 are trained in TALA. We are constantly reassessing the needs in the school and undertaking training appropriately.

The school has a Governor who takes a monitoring and supporting role for SEND. The SENDCo and the Governor meet twice a year and a report is compiled and handed in to the Full Governing body. This report does not mention individual children by name but it looks at progress, external agencies and resources. Confidentiality is a high priority.

3. Who will explain this to me?

- We have two parents' evenings a year and this will give you an opportunity to discuss your child.
- Additionally, we want you to talk to our staff and welcome appointments being booked via the school office at any mutually agreeable time so that you can chat about your concerns as and when needed.
- The teachers will always try to contact you by telephone if they need to let you know something that is urgent.
- We have Home Link books and these can be used to communicate with the class teacher in confidence (these books are not seen by other parents).
- The SENDCo will happily meet with you to discuss support in more detail.
- Half way through the year, we send postcards home, these detail your child's progress.

4. How will the curriculum be matched to my child's needs?

Each class at Herne Junior adapts work in order to meet the needs of the children, this is planned for in PPA sessions by the year team to ensure consistency and high expectation. Children need to be able to access the work in order for them to fulfil the objective of the lesson. We draw on our own expertise across the team and, when appropriate, tap into other expert support from outside agencies. Resources are often used to enhance learning and these are also adapted for the children and individual needs.

5. How will both you and I know how my child is doing and how will you help me support my child's learning?

- As a school we believe that the relationship between staff, parents and children is of utmost importance. Communication between all three is key and we all need to be open and honest. If you would like to meet with the class teacher, please contact the office and an appointment can be made or the class teacher can telephone you if you'd prefer.
- Each child has a Home Link book and this can be used as a means of communication.
- Telephone or email the school office and we will ensure that the relevant person responds and a meeting is set up if needed.
- We have an 'Open School' once a month and this will give you the chance to look at your child's work and to read through their targets. The class teacher may not always be present at these sessions but will happily contact you if you have a query.
- Half way through the academic year a post card will be sent home to notify you about your child's effort, progress and targets.

- The SENDCo is willing to meet and discuss your child and progress at a time that suits you. We can offer help and advice or refer to external agencies if needed; or we can be a friendly ear.
- If your child is on the SEND register you will be made aware of this and depending on his/her complexity and/or levels, then a Learning Passport and Profile will be written. These are working documents and allow all adults working with your child, to know the support required, how to help your child be an independent learner, resources that are beneficial and so on. If required, we will use external agencies to give advice so that academic and/or social progress can be made. You will be made aware of the agencies we want involved and you will be involved throughout the process. Parental consent is often required for support to go ahead.
- If your child has **complex** SEND they may need an EHCP (Education Health Care Plan). This is a process that involves the, '**plan, do, review**' process over a period of time and will require formal meetings, often between Parents, the teacher, SENDCo and the Educational Psychologist or other external professionals. If your child has an EHCP, they will have a Profile and an IEP (Individual Education Plan).

6. How does the school know how well my child is doing?

- As a school we measure children's progress in learning against National Curriculum expectations and age related targets.
- The class teacher continually assesses each child and notes areas of improvement and areas that require additional work or support. As a school we record all this data and can therefore track a child's journey through our school.
- The Head and Assistant Head conduct regular Learning Walks and are able to identify children who receive additional support and any children not making progress are then discussed.
- The SENDco will also go into classrooms and into planning sessions to ensure that the children with SEND are having their needs met. The Year Leader is also involved in this.
- The class teacher and individual children discuss specific targets and can discuss progress made and things that will help them make the next step.
- As a Year Team the teachers look at, monitor and assess children's work so that there is continuity across each year group. This means that the whole team is able to look at and discuss progress.
- If a child has a Learning Passport and Profile, comments will be written on them as they are a working document. This ensures up-to-date information when the targets are reviewed. If a target hasn't been met, then the reason for it not being met is discussed and the target will be adapted or simplified for the next round.
- If your child has an Education Health Care Plan (EHCP) there will be a formal review meeting once a year. This is when the targets are reviewed so that

progress is discussed and County are notified. However, you are able to meet with the SENDCo, on a more regular basis.

- Pupil Progress Meetings are conducted termly with the Head, Assistant Head, SENDCo, the Year Leader and class teacher – these focus on the Vulnerable groups within school and a discussion is had around their needs and a plan is devised to help move them forwards.

7. What support will there be for my child's overall well-being?

We appreciate and value the differences between people, we are an inclusive school, and we do and always will welcome all children and their families. We promote respect, manners, responsibility, honesty and offer opportunities for all. Every child is an individual. We make it our business to get to know each and every child at Herne.

- The class teacher has overall responsibility for pastoral, medical and social care of every child in their class, therefore they would be the parents' first point of contact. If further support is required, then the class teacher liaises with the SENDCo or other relevant members of the school team (obviously confidentiality is high.)
- The school is able to refer to / work with many external agencies such as, Speech and Language Therapists, Specialist Teacher Advisory Service, Educational Psychologists, Health Care, CAMHs (Child and Adult Mental Health,) and PBST (Primary Behaviour Support Team.)
- If a child needs medication it needs to be clearly labelled and given to the School Office. Parents need to complete a form authorising First Aiders to administer the medicine. All medicines are stored securely in the School Office.
- Autoinjectors (often known as Epipens) are kept in class readily available for staff to use if necessary. A labelled spare is kept in the office for each child.
- Inhalers are kept in the classroom in a safe place chosen by the teacher and child.
- Herne Junior School has one ELSA (Emotional Literacy Support Assistant) who works under the direction of the Home School Link Worker and the SENDCo. They ensure support for vulnerable children. We also have three TALAS.
- We are a positive school and promote positive behaviour using many strategies. We are currently in the process of completing training with Kit Messenger and have revisited our Good Behaviour Policy, this in a whole school approach (this is part of our SIP 2024-25 / 2025-26). The Home School Link Worker closely works with children who find behaviour a challenge and together with the SENDCo, SLT, the teacher and parents we try and find the cause so that we can support the child accordingly. The parents are always kept in the loop and we aim to seek their advice about their child. If needed a child will have a Back to Green Plan and/or a Risk Assessment.
- See the Child Protection Policy for information.
- Attendance of every child is monitored on a daily basis by the Admin Team in the School Office, the Headteacher, The Home School Link worker and SENDCo. Lateness and absence are recorded and reported upon to the Head Teacher. If

the percentage of attendance decreases below a set level, then steps need to be taken; this is a County initiative and we have a procedure we must follow. This involves letters to parents and eventually a referral to the Legal Intervention Team or Child Missing Education / Child Missing in Education.

See Attendance Policy.

- As a HARMONY school, our values are: HONESTY, COLLABORATION, MOTIVATION, INDEPENDENCE, ENJOYMENT AND RESPECT. The children all have a voice. We have a School Council and involve children across the school. Children are able to let their School Council Representative know of any issues they would like to be raised. Children have leadership and team responsibilities.
- For the Education Health Care Plan process / Annual Review the child's viewpoint is sought and discussed during the meeting. This is the same for any PEPs (Personal Education Plans for Looked After children), as their voice is vital.
- Children with a Learning Passport are encouraged to discuss their progress and targets.
- Across the school we want to hear the children's viewpoints and often seek opinions.
- Once a year a formal questionnaire is sent out to all parents, this is collated and discussed. We try to use the feedback to enhance what we already do and to learn from. This addresses the children's well-being.

8. What specialist services and expertise are available at or accessed by the school?

- We aim to be fully inclusive at all times. We have a range of external agencies that we refer to, seek advice from and work closely with so that the children benefit. The agencies include the following: The NHS Nursing Team, Speech and Language Therapists, Specialist Teacher Advisory Service, Educational Psychologists, Health care, CAMHs (Child and Adult Mental Health,) PBST (Primary Behaviour Support Team), Outreach from Riverside, Hollywater and Waterloo Specialist Provisions. EMTAS (Ethnic Minority and Traveller Achievement Service) and Social Services (Locality teams, social workers). We also work closely with the professionals at TPS (the SENDCo, Nurse and Attendance Officer) and Petersfield Infant School. (the SENDCo).

9. What training have the staff supporting children and young people with SEND (Special Educational Needs & Disabilities) had or are having?

- Our SENDCo is fully trained.
- The LSA's have had additional training in areas such as Dyslexia, Autism, Self-regulation, Zones of Regulation, Trauma and attachment, Behaviour, Numeracy and Literacy interventions.
- 2 of our team are trained in ELKAN (Speech and Language).
- We have one ELSA in the school who receives regular support from the Education Psychology Service.

- We have three members of staff who have received training for TALA (Therapeutic Active Listening Assistant).
- One of our team has had training with Helen Arkell re.Dyslexia.
- We are working closely with Robins Oak.
- We work closely with Hollywater for Outreach.

10. How will my child be included in activities outside the classroom including school trips?

All children are included and embrace the school curriculum and we aim to involve all children in visits made to our school by visitors or those places our school visits. A risk assessment is carried out prior to children leaving the school premises to ensure everyone's health and safety. In the unlikely event that it is deemed unsafe for a child to go on a trip, an alternative activity will be arranged for that child.

11. How accessible is the school environment?

Herne Junior School is a single story building that internally does not contain any steps or uneven surfaces. Although we have steps down to the playgrounds, there is a large ramp allowing access to the playgrounds. We are not an open plan school. There is a large accessible toilet. All areas are accessible including the Outdoor Learning Area.

The school has an accessibility plan which is reviewed every three years (or more frequently if required).

12. How will the setting prepare and support my child to join the setting, transfer to a new setting or to the next stage of their education?

At Herne Junior School we view all children as individuals.

Children joining us from an Infant school or from another school?

- We advise that all children visit the school prior to starting so that they can familiarise themselves with the building, key staff they may work with and their year group.
- We work closely with the local Infant School and any child with SEND will get additional visits if necessary. This may be in a small group situation or 1:1; it depends what is best for that child.
- The SENDCo from the local Infant school and our SENDCo meet on a regular basis to discuss children who may be nearing the time of transition.
- Staff in our Year 3 will spend time at the local Infant school with the Year 2 teachers and the children.
- If appropriate the SENDCo from our school will visit the previous school and be fully involved with any transition meeting with parents.

- We liaise closely with staff when receiving children from another school and ensure paperwork is passed up and, if necessary, telephone calls are made to clarify any situation.
- All children are made aware of the Young Governors (School Council) and House Captains (children's leadership roles).

Children leaving us to enter the next stage of their education

- All children are discussed and any with SEND, or who are thought to be vulnerable, are discussed in length with both the SENDCo, Pastoral team and teaching staff at the Local Secondary School. Both the SENDCo from TPS (The Petersfield School) and from Herne Junior School meet on a regular basis to aid transition.
- The above children have additional visits to the Secondary School they will be attending and meet the Key People they may need support from. This helps them familiarise themselves with the environment.
- Parents of Year 6 Vulnerable children may be part of individual meetings with TPS SENDCo, Pastoral team and Herne staff.
- Our Local Secondary School visits Herne Junior School to answer any questions that may be worrying our Year 6 children.
- We encourage our Year 6 children's parents to visit the Secondary School so that they can ask questions directly and help for a smooth transition.
- We will liaise with all relevant schools that transfer to or from Herne, including private and special schools. We also link with relevant agencies for children who have been home educated or have received 'Education Other Than at School' (EOTAS).

We liaise with EMTAS (Ethnic Minority and Traveller Achievement Service) who assist us with children and their families with English as an Additional Language. We strive to ensure that the child is fully immersed in the classroom from the first day that they start Herne Junior.

13. How are the school's resources allocated and matched to children's special educational needs?

We ensure that children with SEND have their needs met, to the best of our ability, and the funds that we have available. We have a team of LSAs who are funded by our SEND budget and they deliver appropriate programmes to try and enhance a child's learning and social skills. Where appropriate additional resources are allocated as part of Pupil Premium funding where those children with SEND are eligible.

14. How is the decision made about what type and how much support my child will receive?

The class teacher and the SENDCo will discuss the child's needs and what support is available and appropriate. Parents will be made aware of any interventions and programmes that their child may be following and are involved in key decisions. Once support is in place it will be monitored and updated as required. By reviewing targets, we are able to see if the programmes have had a positive impact and can determine the next steps. Children can move off the SEND Register when sufficient progress has been made.

15. How are parents involved in the school? How can I be involved?

Parents play a key role in Herne Junior School. We welcome parents in school, whether it is for reading support or if it's to help with a specific topic that a class may be covering. We try and utilise parent's personal skills in order to enhance the children's experiences.

16. Who can I contact for further information?

- The first point of contact is always the class teacher. Please make an appointment at the School Office and then the teacher will telephone you if that's what you would prefer or meet with you in person at a time that suits.
- Our SENDCo is always willing to meet with you. Once again, contact the School Office to arrange a meeting. If appropriate the Home School Link Worker may be involved.
- Please look at relevant Policies on our website.
- Contact IPSEA Charity (Independent Parental Special Education Advice)
- <https://www.ispea.org.uk>
- Hampshire SENDIASS – Special Educational Needs Support
<https://www.hampshiresendiass.co.uk/>
- Hampshire County council
<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/specialneeds>

17. What steps should I take if I have a concern about the school's SEND provision?

- We have proactive approach to resolving complaints and parents are always welcome to share their concerns at any time with their Class Teacher, SENDCo or Headteacher.
- All concerns are taken seriously by the school. Should you have a complaint, we do have a complaints policy which can be accessed on our website or in hard copy from the office. This clearly outlines what to do and key people to contact, including the Governing Body.

18. What are the arrangements for the admission of disabled pupils?

- Hampshire County Council is the admission authority for Herne Junior School. The admission arrangements are determined by the County Council, after statutory consultations.
- If your child has significant medical needs or a disability, we would recommend meeting with the SENDCo or the Headteacher to discuss their requirements in

order that all ‘reasonable adjustments’ can be planned for to ensure equality of opportunity.

- Pupils with disabilities may have an Education, Health and Care Plan. The school will admit any pupil whose final EHCP names the school. For more details, please see the school’s Admissions Policy available on the website.

19. How does the school prevent disabled pupils from being treated less favourably than other pupils?

- Herne Junior School aims to treat all stakeholders, including pupils, prospective pupils, parents, staff, governors and other members of the school community favourably and, wherever possible, takes reasonable steps to avoid placing anyone at a substantial disadvantage. The school aims to work closely with disabled pupils, their families and any relevant outside agencies in order to remove or minimise any potential barriers to learning (both social and academic), which puts them at a disadvantage, but allows them to learn, achieve and participate fully in school life. For more details, please see the school’s Equality Policy available on the website.

20. How does the school manage the administration of medicines?

- The school has a policy regarding the administration and managing of medicines. Parents need to contact the school office if medication is recommended by Health Professionals to be taken during the school day. On a day-to-day basis there are members of staff who have received training in order to manage medical issues.
- If your child has a disability or medical issue that affects their learning and forms part of their special educational need, please contact the SENDCo directly.

If you are interested in joining our school, Herne Junior, please contact the school Admin Office to arrange to meet with the Head Teacher. Our SENDCo (who is also the Assistant Head) is more than willing to be involved in any meeting. Parents/carers and staff working together is the key for all children; especially for those children with SEND, this relationship between home and school needs to be respectful, open and honest.

For further information, please view our SEND Page on our school website.

Herne Junior School

Knowing Every Child – Inspiring Every Mind – Achieving Every Day

Complaints clause added Nov 2024	FGB 13 th Dec 2024
Annual review Due	March 2025
Approved by Governors	FGB 13 th May 2026
Next review due	March 27