

Question	Answer
<p>How does the school know if children/young people need extra help and what should I do if I think a child/young person may have special educational needs?</p>	<p>At Bookwell, we have close relationships with parents and our feeder nurseries. Class teachers are encouraged to raise concerns and have discussions with parents and relevant colleagues. All staff are aware of expected development at different ages and have expertise in identifying additional / special educational needs (SEN).</p> <p>If you have a concern about your child's development please raise this with the class teacher in the first instance.</p>
<p>How will school staff support my child/young person?</p>	<p>Class teachers are responsible for the education of all the children in their class. They plan the education programme for children who have or may have SEN with support from the school's Special Educational Needs Coordinator (SENCO). Where appropriate, children may be supported by an additional adult. For example, this support could be in class; in a small group outside the class or one-to-one.</p> <p>The school has a nominated governor for Special Educational Needs who report to the Full Governing Body.</p>
<p>How will the curriculum be matched to my child's/young person's needs</p>	<p>High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN. Additional intervention and support may be appropriate in some cases.</p> <p>This will enable your child to access the full curriculum.</p>

<p>How will I know how my child is doing and how will you help me to support my child's learning?</p>	<p>In addition to the school's normal reporting arrangements, we also have an open door policy to enable more informal and frequent conversations with you and your child.</p> <p>The progress of each child is carefully monitored and tracked on a regular basis. This along with other information gathered informs staff on the next steps for your child.</p> <p>Progress and targets are discussed as part of the school's normal reporting arrangements.</p> <p>In some cases, your child may require an individual support plan or behaviour management plan which will be drawn up in consultation with you and your child and reviewed regularly. For some children with profound and lifelong needs an Education Health and Care Assessment may be requested with advice and support from external agencies.</p> <p>Where appropriate we signpost parents to relevant agencies within the communities who can offer further support to you and your child.</p>
<p>What support will there be for the child's overall wellbeing?</p>	<p>A wide range of small group interventions are used to support the wellbeing of children with SEN and to promote positive behaviour. For example, circle time.</p> <p>The school follows statutory guidance in the administration of medicines and provision of personal care.</p>

	Further information is available from Bookwell.
<p>What specialist services and expertise are available at or accessed by the school?</p> <p>What kind of training do the staff supporting pupils with SEN already have or plan on undertaking?</p>	<p>There is a wealth of experience and expertise in the school staff including those trained in Reading Intervention, Maths Recovery, Numbers Count, Team Teach and Paediatric First Aid. There is access to counselling and family support services for any child within the school. Referrals can also be made to other agencies including the school nurse, Child and Adolescent Mental Health Service, Barnardo's, educational psychologists and specialist advisory teachers. Staff share expertise through collaborative training opportunities as well as accessing local and national training. Individual staff development needs are identified and met as part of the formal appraisal process.</p>
How accessible is the school environment?	Please refer to the school's access plan
How will the school prepare and support my child to join the school, transfer to a new school or progress to the next stage of education or life?	<p>We have strong links with local nurseries and secondary schools and with other local primary schools. Yearly transitions within school are carefully managed to support children's wellbeing. A range of transition strategies are put in place to support children at the end of key</p>

	<p>phases -- e.g. transition plans, extra visits, holiday activities.</p> <p>Where possible new schools are invited to attend transition meetings to share information about your child and to ensure a positive transition. In all cases there will be liaison and communication between the schools.</p>
<p>How are the school's resources allocated and matched to a child's SEN?</p>	<p>At Bookwell, we aim to allocate resources appropriately to meet the needs of all children with special educational needs.</p>
<p>How will the school decide how much money is spent on my child?</p>	<p>The decisions about the type of support your child needs will be based on discussions between all interested parties including you as a parent.</p>
<p>How are parents involved? What if I have any questions?</p>	<p>At Bookwell we have very good links with parents and everyone concerned with the child's welfare. Constant dialogue ensures that parents are kept fully informed of all aspects of the child's education. Please contact the child's teacher, the Headteacher or Special Needs Coordinator at the school if you have any questions.</p>