

1. Who are the best people to talk to at Lincewood Primary School about my child's difficulties with learning/ Special Educational Needs/Disability (SEND)?

The class teacher

Responsible for:

- Ensuring that all children have access to good/outstanding teaching and that the curriculum is adapted to meet your child's individual needs (also known as differentiation).
- Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (this could be things like targeted work, additional support, adapting resources etc.) and discussing amendments with the Inclusion Manager as necessary.
- Writing learning targets and sharing and discussing these with parents at parents' consultation evenings. Ensuring that all members of staff working with your child in school are aware of your child's individual needs and/or conditions and what specific adjustments need to be made to enable them to be included and make progress.
- Ensuring that all staff working with your child in school are supported in delivering the planned work/programme for your child, so they can achieve the best possible progress. This may involve the use of additional adults, outside specialist help and specially planned work and resources.
- Ensuring that the school's Inclusion/SEND Policy is followed in their classroom and for all the pupils they teach with any SEND.

Inclusion Manager: Mrs Falvey (01268 412888; senco@lincewood.essex.sch.uk)

Responsible for:

- Coordinating all the support for children with SEND and developing the school's Inclusion/SEND Policy to make sure all children get a consistent, high quality response to meeting their needs in school.
- Ensuring that you are:
 - involved in supporting your child's learning
 - kept informed about the support your child is getting
 - involved in reviewing how they are doing
 - part of planning ahead for them.
- Liaising with all the other people who may be coming into school to help support your child's learning e.g. Speech and Language Therapy, Occupational Therapy, Educational Psychology, etc.
- Updating the school's SEND records and making sure that there are up to date details of your child's progress and needs.
- To provide specialist support for teachers and support staff in the school so they can help your child (and other pupils with SEN and/or disabilities in the school) to achieve their potential.
- Supporting your child's class teacher to write learning targets for your child to achieve.
- Organising training for staff so they are aware and confident about how to meet the needs of your child and others within our school.

Head Teacher: Mr Eastwell

Responsible for:

- The day to day management of all aspects of the school, this includes the support for children with SEN and/or disabilities.
- He will give responsibility to the Inclusion Manager and class/subject teachers but is still responsible for ensuring that your child's needs are met.
- He must make sure that the Governing Body is kept up to date about any issues in the school relating to SEND.

Chair of Governors /SEN Governor:

Responsible for:

- Making sure that the school has an up to date Inclusion/SEND Policy and has published its SEN Information Report
- Making sure that the school has appropriate provision and has made necessary adaptations to meet the needs of all children in the school
- Making sure that the necessary support is made for any child who attends the school who has SEN and/or disabilities.
- Making visits to understand and monitor the support given to children with SEND in the school and being part of the process to ensure your child achieves his/her potential in school.

How can I talk to these people about my child if I need to?

- Parents can contact or make an appointment to see the Class Teacher, Inclusion Manager or Head Teacher at any convenient time if they have a concern or need advice.
- Parents can request a meeting with the Chair of Governors by appointment through the school office.

Learning Support Assistants (LSAs) may be allocated to a pupil with exceptional special educational needs and/or disabilities and whilst they take a very valuable role in your child's education we would prefer that questions regarding your child's learning and progress are directed to the staff members named above.