

Local Offer: Template for Schools/Academies

The SEN Reforms place a statutory requirement on schools from 1 September 2014 to make information available to young people and parents about how the school supports children and young people with SEN. This information will form the main basis for the school's Local Offer, which has to be published on the school's website. Your website must include the name and contact details of your SENCO and a link to the Local Authority's Local Offer. We are currently working on the LA's Local Offer and we will advise you of our website link in due course.

This template has been designed by a working group of schools in Salford to help you to pull together information so that children and young people with Special Educational Needs (SEN) or disabilities and their parents/carers know what support they can expect if they attend your school/academy. You do not have to use this template but we hope that you find it useful.

The questions in the template are intended as prompts and reflect key issues that parents have told us they would like to know about when deciding which school could best meet their child's needs. It would also be good practice to consult your own pupils, parents about what to include in your Local Offer. One Salford school has already trialled the development of their local offer and their completed document is attached as an example. The Senior Leader for Special Educational Needs led on this piece of work and was supported by the SENCO and other staff. A stakeholder group of pupils, parents, staff and governors provided a useful consultation group for the school

When you have completed your Local Offer, please could you complete the following details and return the document by email to Children.families@salford.gov.uk . Please could these be returned to us by 30th May 2014.

School/Academy Name	St Marks CE Primary School, Aviary Road, M28 2WF
Name and contact details of your school's SENCO	Clare Cooper – 0161 790 3423

We want to ensure that we keep your information up-to-date. To help us to do this, please provide the name and contact details of the person/role responsible for maintaining details of the Local Offer for your school/academy

Name of Person/Job Title	Mr Damian Kay Headteacher		
Contact telephone number	0161 790 3423	Email	stmarks.ceprimaryschool@salford.gov.uk

Promoting Good Practice and Successes

The Local Offer will give your school the opportunity to showcase any good practice you have around supporting children with Special Educational Needs to achieve their full potential. If you have any examples of good practice or success stories, we would encourage you to include these on your Local Offer webpages. For reasons of confidentiality, please do not include a child/young person's full name in any case studies you promote.

I confirm that our Local Offer has now been published on the school/academy website.

Or
I confirm that the Local Offer will be published on 1st September 2014 (please give date)

Please give the URL for the direct link to your school's Local Offer	http://www.stmarksce.co.uk/index2.php?p=2.14		
Name	Claire Cooper	Date	14th May 2014

Please return the completed form and the Local Offer document by email to: Children.families@salford.gov.uk

Local Offer: Guidance for High Schools/Academies – Example below.

Teaching and Learning	
<ol style="list-style-type: none"> 1. How is an SEN identified? 2. What additional support can be provided in the classroom? 3. What provision do you offer to facilitate access to the curriculum and to develop independent learning? (This may include support from external agencies and equipment/facilities) 4. Staff specialisms/expertise around SEN or disability 5. What ongoing support and development is in place for staff regards supporting children and young people with SEN? 6. What arrangements are made for reasonable adjustments in the curriculum and support to the pupil during exams? 7. How do you share educational progress and outcomes with parents? 8. What external teaching and learning do you offer? 9. What arrangements are in place to ensure that support is maintained in "off site provision"? 10. What work experience opportunities do you offer? 	
Teaching and Learning	
<ol style="list-style-type: none"> 1. How is an SEN identified? 	<ul style="list-style-type: none"> ✓ If you tell us you're concerned that your child may have an SEN we will discuss this with you and investigate further – we will share with you our findings and agree next steps in school and at home to support your child. ✓ If our staff think your child may have an SEN they will liase wth yourself and the SENCO to agree next steps. If needed we will screen children in school for specific learning difficulties e.g. dyslexia, dyscalculia or request support from outside agencies. ✓ When pupils have an identified SEN before they start here we work with people who already know them and have information on how best to support them in our school setting.
<ol style="list-style-type: none"> 2. What additional support can be provided in the classroom? 	<ul style="list-style-type: none"> ✓ Teaching assistants ✓ Streaming across KS1 for phonics

	<ul style="list-style-type: none"> ✓ Word walls ✓ Differentiated worksheets and resources. ✓ Specialised teacher support ✓ Personalised teaching to pupils' specific needs following the Intervention plan targets (IPs) ✓ ICT support in class ✓ Resources and schemes for behaviour and emotional needs e.g. socially speaking, time to talk, circle time games ✓ Extra resources for specific learning difficulties e.g. numicon, power 2, toe-by-toe, word wasp, dyslexia stile, teodorescou
3. What provision do you offer to facilitate access to the curriculum and to develop independent learning? (This may include support from external agencies and equipment/facilities)	<ul style="list-style-type: none"> ✓ Advice from the Educational Psychologist and Learning Support Service ✓ Laptops ✓ iPads ✓ Coloured overlays for students with dyslexic tendencies ✓ Writing slopes ✓ Adapted pens ✓ ELKLAN Trained TAs (for Speech and Language support) ✓ Specialist teachers ✓ Sensory room available to support learning including a dark den, nurture area, interactive walls, game station
4. Staff specialisms/expertise around SEN or disability	<ul style="list-style-type: none"> ✓ Lead SENCO with SEN Diploma ✓ TAs trained in Phonics, ELKLAN, MSL, Counselling, Clicker 6 and other intervention programmes ✓ LA staff support from trained VI and HI personnel
5. What ongoing support and development is in place for staff regards supporting children and young people with SEN?	<ul style="list-style-type: none"> ✓ CPD training offered regularly on: ✓ ADHD training ✓ Dyslexia training ✓ ASD training ✓ Speech, language and communication training ✓ Social stories training ✓ Behaviour modification programmes ✓ Supporting EAL pupils in/out of the classroom

	<ul style="list-style-type: none"> ✓ EMTAS support for specified EAL pupils
6. What arrangements are made for reasonable adjustments in the curriculum and support to the pupil during exams?	<ul style="list-style-type: none"> ✓ Access arrangements – which includes Readers, Scribes, extra time, small classroom for anxious students/behaviour students ✓ Coloured overlays for pupils with dyslexic tendencies ✓ Differentiated worksheets and resources. ✓ Teachers informed of all pupils’ reading ages ✓ Teachers informed of all pupils having special needs ✓ Use readers scribes before exams. ✓ Task packs available for children as alternative to SATs where appropriate
7. How do you share educational progress and outcomes with parents?	<ul style="list-style-type: none"> ✓ Parents Evenings ✓ School reports – once yearly ✓ Meetings with parents ✓ Review of statements ✓ Review of IPs
8. What external teaching and learning do you offer?	<ul style="list-style-type: none"> ✓ Where appropriate pupils are engaged in external learning from outside agencies e.g. behaviour outreach workers, VI and HI teachers
9. What arrangements are in place to ensure that support is maintained in "off site provision"?	<ul style="list-style-type: none"> ✓ No pupils access offsite provision
10. What work experience opportunities do you offer?	<ul style="list-style-type: none"> ✓ NVQ and other similar placements, high school work experience placements, secondary PGCE students requiring primary experience
Annual Reviews	
<ol style="list-style-type: none"> 1. What arrangements are in place for review meetings for children with Statements or Education, Health and Care (EHC) Plans? 2. What arrangements are in place for children with other SEN support needs? 	
Annual Reviews	
1. What arrangements are in place for review meetings for children with Statements or Education, Health and Care (EHC) Plans?	<ul style="list-style-type: none"> ✓ Invites to all parties involved ✓ Review meeting held at a convenient location ✓ Review meeting held at a convenient time for parents who work/have commitments during the day ✓ Translator provided if needed ✓ Consultation with staff prior to the meeting

	<ul style="list-style-type: none"> ✓ Making parents aware of parent partnership support
2. What arrangements are in place for children with other SEN support needs	<ul style="list-style-type: none"> ✓ Time in the school's Sensory Room ✓ SENCO support ✓ Phonics intervention – for pupils on phase 5 or below ✓ Educational Psychologist for assessments and strategies
✓ Keeping Children Safe	
<ol style="list-style-type: none"> 1. What handover arrangements will be made at the start and end of the school day? Do you have parking areas for pick up and drop offs? 2. What support is offered during breaks and lunchtimes? 3. How do you ensure my son/daughter stays safe outside the classroom? (e.g. during PE lessons and school trips) 4. What are the school arrangements for undertaking risk assessments? 5. Where can parents find details of policies on bullying? 	
✓ Keeping Children Safe	
1. What handover arrangements will be made at the start and end of the school day? Do you have parking areas for pick up and drop offs?	<ul style="list-style-type: none"> ✓ Parking facilities available, 2 bays for the disabled ✓ Staff entrance where parents can wait for pupils ✓ Pupils with SEN have staff entrance and exit accessibility ✓ Home-school communication books specifically for children with an SEN where appropriate
2. What support is offered during breaks and lunchtimes?	<ul style="list-style-type: none"> ✓ Timetables sensory room access ✓ Pupils who are upset, lonely or worried can access staff during the above times ✓ Buddy benches/systems in place to encourage all children to take responsibility ✓ Games and resources available ✓ Clubs available for children with SEN
3. How do you ensure my son/daughter stays safe outside the classroom? (e.g. during PE lessons and school trips)	<ul style="list-style-type: none"> ✓ Full disability access ✓ All transitions from class to break/lunch times are supervised ✓ Risk assessments are undertaken for all school trips

	<ul style="list-style-type: none"> ✓ PE lessons are always supervised and risk assessments for individuals are undertaken if and when necessary.
4. What are the school arrangements for undertaking risk assessments?	<ul style="list-style-type: none"> ✓ All in line with Salford LA
5. Where can parents find details of policies on bullying?	<ul style="list-style-type: none"> ✓ Policies can be found on the school website http://www.stmarksce.co.uk
Health (including Emotional Health and Wellbeing)	
<ol style="list-style-type: none"> 1. What is the school's policy on administering medication? 2. How do you work with the family to draw up a care plan and ensure that all relevant staff are aware of the plan? 3. What would the school do in the case of a medical emergency 4. How do you ensure that staff are trained/qualified to deal with a child's particular needs? Which health or therapy services can children access on school premises? 	
Health (including Emotional Health and Wellbeing)	
1. What is the school's policy on administering medication?	<ul style="list-style-type: none"> ✓ School has a policy on medication administration, ratified and agreed by governors.
2. How do you work with the family to draw up a care plan and ensure that all relevant staff are aware of the plan?	<ul style="list-style-type: none"> ✓ A meeting is held with the parent/carer, SENCO, school nurse and any other professional who is involved with the pupil. ✓ The care plan is then shared with all staff in briefing and monitored by the SENCO every half term or sooner if needed, parents are consulted should there be any adjustments made to the plan. Equally, parents can come into school and meet with the SENCO if they feel the plan needs to be amended.
3. What would the school do in the case of a medical emergency	<ul style="list-style-type: none"> ✓ Call 999 ✓ Contact a qualified first aider ✓ Contact parent/carer ✓ In absence of parent/carer a member of staff would accompany the pupil to the hospital ✓ If language is an issue the member of staff would stay at the hospital

	and explain to the medical staff what had happened, if possible a translator would be brought in.
4. How do you ensure that staff are trained/qualified to deal with a child's particular needs?	<ul style="list-style-type: none"> ✓ All staff are trained every 3 years on Safeguarding/Child protection ✓ Relevant staff undertake external courses provided by the LA and private companies ✓ Asthma training is given in school to all staff and some pupils in school ✓ Relevant staff trained on how to use an epi plan ✓ Relevant staff all trained on CAF completion and other relevant documents, i.e. RIATs, EWO referrals, etc. ✓ Relevant staff trained for the use of school's defibrillator ✓ Training by outside professionals for ASD, ADHD, EAL, etc. ✓ All training in line with Salford LA plus HSE guidance
5. Which health or therapy services can children access on school premises?	<ul style="list-style-type: none"> • Organised school nurse visits for whole classes. • Eye sight and hearing tests • Vaccinations • Height and weight checks • Speech therapists visit termly to review children.
Communication with Parents	
<ol style="list-style-type: none"> 1. How do you ensure that parents know "who's who" and who they can contact if they have concerns about their child/young person? 2. Do parents have to make an appointment to meet with staff or do you have an Open Door policy? 3. How do you keep parents updated with their child/young person's progress? 4. Do you offer Open Days? 5. How can parents give feedback to the school? 	
Communication with Parents	
1. How do you ensure that parents know "who's who" and who they can contact if they have concerns about their child/young person?	<ul style="list-style-type: none"> ✓ A yearly letter is sent to all parents informing them of school organisation ✓ A parents SEN handbook is available ✓ Information is also distributed at parents' evenings ✓ Information is also available on the school website ✓ Parents are invited to contact school and request a phone call/meeting with SENCO should they have any concerns

<p>2. Do parents have to make an appointment to meet with staff or do you have an Open Door policy?</p>	<ul style="list-style-type: none"> ✓ Parents would make an appointment to meet with a member of staff due to teaching commitments ✓ All parents are dealt with as swiftly as possible; usually on the day of initial contact or at the latest, the day after.
<p>3. How do you keep parents updated with their child/young person's progress?</p>	<ul style="list-style-type: none"> ✓ Parents evenings ✓ School reports ✓ Reward cards ✓ Telephone calls ✓ I.P meetings ✓ Home-school communication books where appropriate ✓ Parents can make an appointment to tour the school
<p>4. Do you offer open days?</p>	<ul style="list-style-type: none"> ✓ Literacy and numeracy open days
<p>5. How can parents give feedback to the school?</p>	<ul style="list-style-type: none"> ✓ Via email ✓ Parent conferences ✓ Parental meetings ✓ Telephone calls, after parental meetings (SEN) ✓ Arrange to see staff at a mutually convenient time. ✓ Questionnaires on parents evenngs
<p>Working Together</p>	
<ol style="list-style-type: none"> 1. Do you have home/school contracts? 2. What opportunities do you offer for pupils to have their say? e.g. school council 3. What opportunities are there for parents to have their say about their son/daughter's education? 4. What opportunities are there for parents to get involved in the school or become school governors? 5. How does the Governing Body involve other agencies in meeting the needs of pupils with SEN and supporting their families? (e.g. health, social care, voluntary groups) 	
<p>Working Together</p>	
<p>1. Do you have home/school contracts?</p>	<ul style="list-style-type: none"> ✓ Yes

<p>2. What opportunities do you offer for pupils to have their say? e.g. school council</p>	<ul style="list-style-type: none"> ✓ School Council- one per term ✓ Listen to them on an informal basis when they come to Sensory Room ✓ Different group/class discussions within the curriculum ✓ Pupil comment box on IPs
<p>3. What opportunities are there for parents to have their say about their son/daughter's education?</p>	<ul style="list-style-type: none"> ✓ Transition times – dropping children off/collecting from school ✓ Parents Evenings ✓ Multi-agency meetings ✓ Review meetings ✓ Arranging a meeting with teachers.
<p>4. What opportunities are there for parents to get involved in the school or become school governors?</p>	<ul style="list-style-type: none"> ✓ Parental support in class ✓ Strong PTA ✓ When appropriate invitation to be a governor via newsletter and website
<p>5. How does the Governing Body involve other agencies in meeting the needs of pupils with SEN and supporting their families? (e.g. health, social care, voluntary groups)</p>	<ul style="list-style-type: none"> ✓ SEN governor meets with SENCO termly and additionally when relevant ✓ Co-reports annually to governors and writes report ✓ SEN governor supports children with SEN in KS2 with reading programmes and maths ✓ Governor link to Pupil Welfare ✓ Governors attend attendance and behaviour panels
<p>What Help and Support is available for the Family?</p>	
<p>1. Do you offer help with completing forms and paperwork? If yes, who normally provides this help and how would parents access this?</p> <p>2. What information, advice and guidance can parents and young people access through the school? Who normally provides this help and how would they access this?</p> <p>3. How does the school help parents with travel plans to get their son/daughter to and from school?</p>	
<p>What Help and Support is available for the Family?</p>	
<p>1. Do you offer help with completing forms and paperwork? If yes, who normally provides this help and how would parents access this?</p>	<ul style="list-style-type: none"> ✓ Yes, SENCO would arrange to meet with them and help them complete all the necessary paper work. ✓ Parents are offered this service at a parental meeting or by phone. ✓ Close links with Parent Partnership who also support our parents with completion of forms.

<p>2. What information, advice and guidance can parents and young people access through the school? Who normally provides this help and how would they access this?</p>	<p>✓ SENCO advises parents of appropriate support services e.g. Speech and Language Therapy, Dyslexia groups, parent partnership contacts and will refer when necessary.</p>
<p>3. How does the school help parents with travel plans to get their son/daughter to and from school ?</p>	<p>✓ We will always endeavour to support families with any difficulties to travelling to and from school</p>
<p>Transition from Primary School and School Leavers</p>	
<p>1. What support does the school offer for year 6 pupils coming to the school? (e.g. visits to the school, buddying) 2. What support is offered for young people leaving the school? (e.g. careers guidance, visits to colleges, apprenticeships, supported employment etc) 3. What advice/support do you offer young people and their parents about preparing for adulthood?</p>	
<p>Transition from Primary School and School Leavers</p>	
<p>1. What support does the school offer for year 6 pupils coming to the school? (e.g. visits to the school, buddying)</p>	<p>✓ Our SENCO meets with secondary SENCOS to ensure children’s SENs are received thoroughly and the correct level of support is in place from the start of their secondary school experience. ✓ Year 7 co-ordinator visits primary schools to speak to pupils in Year 6 ✓ Year 6 pupils visit on several occasions in the final term of Year 6. ✓ Year 5 pupils visit ✓ Pupils who need buddying are put in the same form to support each other. ✓ Head of key stage ,SEN staff are available around school if there are any initial difficulties. ✓ Class teacher, head of Key stage or SENCO can be telephoned by parents with any concerns.</p>
<p>2. What support is offered for young people leaving the school? (e.g. careers guidance, visits to colleges, apprenticeships, supported employment etc)</p>	<p>✓ Not applicable</p>

3. What advice/support do you offer young people and their parents about preparing for adulthood	✓ Not applicable
Extra Curricular Activities	
1. Do you offer school holiday and/or before and after school provision? If yes, please give details. 2. What lunchtime or after school activities do you offer? Do parents have to pay for these and if so, how much? 3. How do you make sure clubs, activities and residential trips are inclusive? 4. How do you help children and young people to make friends?	
Extra Curricular Activities	
1. Do you offer school holiday and/or before and after school provision? If yes, please give details	✓ Onsite wrap-around care provided by an external provider
2. What lunchtime or after school activities do you offer? Do parents have to pay for these and if so, how much?	✓ Variety of sports clubs, ICT club, photography club, chess club, science club, music lessons, choir etc for all children to access when open to their Key Stage. All teacher run clubs are free of charge. Chess and sports club run by sports development team have a small charge, price varies depending on number of children involved in the club.
3. How do you make sure clubs, activities and residential trips are inclusive?	✓ Risk assessments are carried out, parents are consulted and parents are offered a place to accompany their child if needed ✓ 1:2:1 support available for children when required
4. How do you help children and young people to make friends?	✓ PSHE designed specifically for inclusion ✓ Playground monitors ✓ Social groups including playtime role play activities ✓ Peer mentors in KS2

Weblinks to Key Policies

Behaviour Policy - <http://www.stmarksce.co.uk/index2.php?p=2.15.1>

Anti-bullying Policy - <http://www.stmarksce.co.uk/index2.php?p=2.15.2>

Glossary for Local Offer

	Annual Review	All statements and Education, Health and Care Plans must be reviewed annually. The Annual Review ensures that that once a year the parents, the pupil, the Local Authority, the school and all professionals involved consider the progress the pupil has made over the last 12 months, and whether amendments need to be made to the statement or Education, Health and Care Plan.
ADHD/ADD	Attention Deficit Hyperactivity Disorder/Attention Deficit Disorder	ADHD/ADD is a disorder that appears in early childhood. ADHD/ADD makes it difficult for students to hold back their spontaneous responses (responses can involve everything from movement to speech to attentiveness). Students with ADD are not diagnosed as having excessive hyperactive behaviour but display all other symptoms. Children with ADD/ADHD may be: Inattentive, hyperactive, and impulsive (the most common form) <ul style="list-style-type: none"> • Inattentive, but not hyperactive or impulsive. • Hyperactive and impulsive, but able to pay attention.
	Assessment	This involves building a picture of your child’s abilities, difficulties, behaviour, his/her special educational needs and the support required to meet those needs. Assessment is an important part of deciding whether your child’s progress rate is as good as is expected. Teachers carry out routine assessments regularly. More specialised assessments may be required if progress is not at an expected rate. This may be carried out by the SENCO, an Educational Psychologist or an Advisory Teacher. A statutory assessment is a formal procedure which involves the collection of information from as many people as possible who have detailed knowledge about your child. This may lead to the issue of a statement of special educational needs.

	Asperger Syndrome	An autistic spectrum disorder characterised by difficulties with social interaction, social communication and inflexible thought patterns in an otherwise intelligent and able child.
ASD	Autistic Spectrum Disorder	<p>Autistic spectrum disorders are characterised by difficulties interacting and communicating.</p> <p>The characteristics of autism can be described as the 'triad of impairment': Socialisation - poor social skills; Communication - difficulties with speech language and communication; Imagination - rigid thought and resistance to change.</p> <p>The commonly used terms 'autism' and 'asperger syndrome' are autistic spectrum disorders.</p>
C up L	Catch up Literacy	Pupils with a reading age below 9 years 6 months attend extra literacy sessions to boost their reading scores and improve their access to the curriculum and their ability to be successful in GCSE exams.
	Clinical Psychologist	Clinical Psychologists help parents and children who are experiencing emotional and/or behavioural difficulties in their home environment.
	Code of Practice	The SEN Code of Practice (often referred to as 'The Code') gives practical guidance on how to identify, assess and support children with special educational needs. All early education settings, state schools and Local Education Authorities must take account of this Code when they are dealing with children who have special educational needs.
	Connexions	Connexions provide a targeted service to anyone aged between 13 and 25 who has a statement of SEN or an Education, Health and Care Plan (EHCP) where it is deemed that special educational provision in it is still needed. They support in the transition from school to further education opportunities, work or training.
	Differentiation	Differentiation is the adjustment of the teaching methods and/or resources according to the learning needs of the pupils. It can be aimed at the groups within the class or individuals. See also personalised learning.
	Differentiated Curriculum	A curriculum that is specially adapted to meet the special educational needs of individual children.
	Dysarthria	Dysarthria is a motor speech disorder. The muscles of the mouth, face and respiratory system may become weak, move slowly or not move at all following a stroke or other brain injury. Dysarthria can also be caused by cerebral palsy and muscular dystrophy. It can cause slurred speech, speaking softly or barely able to whisper, slow rate of speech, rapid rate of speech, drooling or poor control of saliva, chewing and swallowing difficulty.

	Dyscalculia	Children with dyscalculia have difficulty in acquiring mathematical skills. Children may have difficulty understanding simple number concepts, lack an intuitive grasp of numbers and have problems learning number facts and procedures. Dyscalculia is a type of Specific Learning Difficulty (SpLD). See under SpLD below.
	Dysgraphia	Dysgraphia makes the act of writing difficult. It can lead to problems with spelling, poor handwriting and putting thoughts on paper. People with dysgraphia can have trouble organising letters, numbers and words on a line or page. This can result partly from trouble processing what the eye sees (visual-spatial difficulties) or trouble processing and making sense of what the ear hears (language processing difficulties).
	Dyslexia	Children with dyslexia have a marked and persistent difficulty in learning to read, write and spell, despite making good progress in other areas. Areas of difficulty include: working memory, organisation, reading comprehension, handwriting, punctuation, concentration, sequencing words and numbers. Students with dyslexia may also mispronounce common words or reverse letters and sounds in words. Dyslexia is a type of Specific Learning Difficulty (SpLD). See under SpLD below
	Dyspraxia	A disorder that affects the co-ordination of movement. This can affect co-ordination of the speech organs (oral dyspraxia) or other actions e.g. eating, dressing or writing. Dyspraxia is a type of Specific Learning Difficulty (SpLD). See under SpLD below.
EHCP	Education, Health and Care Plan	From 1 st September 2014, Education, Health and Care Plans (EHCPs) will be issued instead of statements of SEN. Existing statements will be converted to EHCPs over the next three years. An EHCP has the same statutory protection as a statement but it can be issued at and maintained to any point from birth to the age of 25. The criteria and procedure for securing an EHCP for your child is detailed as part of Salford's Local Offer.
EP	Educational Psychologist	Most, but not all, Educational Psychologists are employed by local authorities (LAs). Their main work is with schools and pre-school settings to provide advice, support and staff training for children with SEN. They may perform assessments of children with SEN and produce a report as part of the statutory assessment.
	Exam Special Arrangements	Special arrangements can be made for pupils who are disadvantaged during exams because of certain difficulties such as dyslexic tendencies. Readers, scribes and or extra time can be arranged, for pupils who meet the exam board criteria, in order that the disadvantage they have can be redressed.
	Exam Special Concessions	Special concessions can be arranged for pupils who qualify for these e.g. the exam paper can be enlarged or written in Braille for pupils with visual difficulties or a scribe can

		be used if a pupil breaks an arm before the exam etc.
	Governors	Each school has a board of Governors that is responsible to parents, funders and the community for making sure the school provides a good quality education. In Academy schools the governors are often called 'directors'.
HI	Hearing Impairment	Children with a hearing impairment range from those with a mild hearing loss to those who are profoundly deaf. They cover the whole ability range. For educational purposes, children are regarded as having a hearing impairment if they require hearing aids, adaptations to their environment and/or particular teaching strategies in order to access the concepts and language of the curriculum
	Inclusion	Inclusion is the process by which schools and other establishments change their principles, policies, practices and environments to increase the presence, participation and achievement levels of children with special educational needs and/or a disability.
IEP	Individual Education Plan	An IEP sets out the special help that a child will receive at school or early years setting to meet his or her special educational needs (SEN). It is not a legal requirement for your child to have an IEP but it is good practice for parents and the child to be involved in drawing it up and reviewing it if there is one. An IEP should be reviewed regularly and at least twice a year. If there is no IEP the school should have another method of recording how it is meeting your child's SEN
LD	Learning Difficulties	A child has learning difficulties if he or she finds it much harder to learn than most children of the same age.
	Learning Mentors	Learning Mentors work with school pupils and college students to help them address barriers to learning and improve achievement. The work they do depends on the priorities of the school they work in but can include running after-school clubs, anti-bullying programmes or helping young people to revise.
LEA	Local Education Authority	Each council has an LEA. The LEA is responsible for the education of all children living within the council's area and has some responsibility for all state schools in our area. In Salford, the LEA is combined with the children's social services departments and is known as Children's Services. Children's Services have the same responsibilities for educational provision for children with special educational needs as LEAs.
LSU	Learning Support Unit	A room where small numbers of pupils with severe emotional and behavioural difficulties can work together, with support, to achieve at least 5 A*-C grades (including maths and English) at GCSE level.

MLD	Moderate Learning Difficulties	Children with moderate learning difficulties have much greater difficulty than their peers in acquiring basic literacy and numeracy skills and in understanding concepts. They may also have associated speech and language delay, low self-esteem, low levels of concentration and under-developed social skills.
	National Curriculum	This sets out a clear, full and statutory entitlement to learning for all children, setting out what should be taught and setting attainment targets for learning. It also determines how performance will be assessed and reported. The national curriculum is taught in a way that meets the needs of individual children, e.g. setting goals that are achievable.
	National Curriculum Inclusion Statement	A detailed statement within the national curriculum, setting out the principles that schools must follow, to make sure that all children have the chance to succeed.
	Nurture Room	Room where vulnerable pupils can work in small groups, with support, in a nurturing atmosphere to achieve at least 5 A*-C grades at GCSE level.
	OFSTED	OFSTED stands for the Office for Standards in Education. OFSTED is the inspectorate for children and learners in England and they oversee the quality of the provision of education and care through inspection and regulation. They inspect childcare providers, schools, colleges, children's services, teacher training and youth work.
PPO	Parent Partnership Officer	Provides impartial advice and information to parents whose children have special educational needs. The service offers neutral and factual support on all aspects of the SEN framework to help parents play an active and informed role in their child's education.
	Personalised Learning	Personalised learning is about tailoring education to meet individual needs, interests and aptitudes to ensure that every pupil achieves and reaches the highest standards possible, no matter what their background or circumstances or level of ability
	Phonics	A system of teaching reading and spelling that stresses basic symbol-sound relationships and how this works in decoding words.
	Phonological Difficulties	A child with phonological difficulties finds it hard to select and use the correct sounds necessary for speech.
PD	Physical Difficulty	There is a wide range of physical disabilities and pupils cover the whole ability range. Some children are able to access the curriculum and learn effectively without additional educational provision. They have a disability but do not have a special educational need. For others, the impact on their education may be severe. In the same

		<p>way, a medical diagnosis does not necessarily mean that a child has SEN. It depends on the impact the condition has on their educational needs.</p> <p>There are a number of medical conditions associated with physical disability which can impact on mobility. These include cerebral palsy, heart disease, spina bifida and hydrocephalus, muscular dystrophy. Children with physical disabilities may also have sensory impairments, neurological problems or learning difficulties. Some children are mobile but have significant fine motor difficulties which require support.</p>
	Physiotherapists	Physiotherapists see children who have difficulties with movement (e.g.: walking, kicking a ball). The therapist will assess the child's movements and identify what the physical problems are and then devise a treatment plan.
	Pyramid Club	Club set up in liaison with the Schools' Psychology Service. This is an after school club for very quiet, vulnerable Year 7/8 pupils who need support to grow in confidence, make friends and build trusting relationships with nurturing staff who can support them in school and help them to become more independent.
	Responsible Person	The person (either the headteacher/deputy headteacher, chair of the governing body or SEN Governor), who has responsibility for making sure that staff know about a child's special educational needs.
SENCO	Special Educational Needs Co-Ordinator	A Special Educational Needs Co-ordinator or SENCO is a teacher who has the responsibility for overseeing the day-to-day SEN provision within his or her school. The SENCO and your child's teacher/s should work together to plan how his/her needs should be met.
SEN	Special Educational Needs	The special help given to children with special educational needs which is additional to or different from the provision generally made for other children of the same age.
	Special Educational Provision	The special help given to children with special educational needs which is additional to or different from the provision generally made for other children of the same age.
SpLD	Specific Learning Difficulties	See Dyslexia, Dyscalculia and Dyspraxia above.
SEN	Special Educational Needs	Children with special educational needs have significantly greater difficulty in learning than most children of the same age or have a disability. These children may need extra or different help from that given to other children of the same age. Approximately one fifth of all children may have an SEN at some point in their school career.
	Special Educational Needs (SEN) Code of Practice	See 'Code of Practice' above.
	Statement of	The Statement of Special Educational Needs, or 'Statement' describes the special

	Special Educational Needs	educational needs of a child and the help that she or he will get to meet those needs. It is a legal document that is produced at the end of a process known as 'statutory assessment'. Only those children with the most severe, complex and persistent SEN will need a Statement. From September 1 st 2104, no new statements will be written. Instead a new document – an Education, Health and Care Plan (EHCP) with the same legal protection as a Statement will be produced.
	Statutory Assessment	This is the legal process for producing an Education, Health and Care Plan (EHCP). Parents, a young person over the age of 16 who is deemed capable and a variety of professionals can request a statutory assessment. Parents and/or the young person themselves if they are deemed capable, must give their permission for this to go ahead. Not all Statutory Assessments result in the issuing of an Education, Health and Care Plan. From September 2014, Statutory Assessment can be carried out at any time between a child's birth and the age of 25, although there will be very few young people undergoing the process for the first time beyond the age of 16.
TAs	Teaching Assistants	Almost all schools now employ teaching assistants to support whole classes, small groups or individual pupils. Teaching assistants may be called other things, such as learning support assistant (LSA) or special support assistant (SSA) particularly if they support a child with special needs.
	Transition	Transition is when a child moves from one setting to another, such as from home to a childminder, to nursery, to primary school, to secondary school, or from education into adult life. Planning for transition is important if your child has a significant level of need where advance preparations may need to be made in the new setting to ensure it is successful.
	Transition Plan	If your child has a statement of SEN that has not yet been converted in to an Education, Health and Care Plan (EHCP), the annual review in year 9 (and any subsequent annual reviews until the young person leaves school) must include the drawing up and subsequent review of a Transition Plan. The Transition Plan should draw together information from a range of professionals within and beyond the school in order to plan for the young person's transition to adult life. If your child has an EHCP, the Transition Plan is replaced by a 'Preparing for adulthood' review (see above).
VI	Visual Impairment	Vision loss to such a degree that additional support is required. Refers to people with irretrievable sight loss and does not include those whose sight problems can be corrected by spectacles or contact lenses, though it does include those whose sight might be improved by medical intervention. This simple definition covers a wide

		spectrum of different impairments.
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