



Birchwood Primary School



SEND Information Report

Purpose: To explain how Birchwood Primary School identifies, supports, and includes children with Special Educational Needs and/or Disabilities (SEND), and how parents can get help.

How Does the School Know If Children Need Extra Help?

At Birchwood Primary School, we identify children who may need extra help in different ways:

- **Previous Records:** We look at information from previous schools or pre-school settings.
- **Progress Monitoring:** We review children's progress regularly. This includes looking at assessments in Reading, Maths, Phonics, Speech & Language, and other skills as well as observations made within the classroom.



If a child is not demonstrating the level of knowledge or skill expected for their age and is not making progress, SLT monitor them more closely and support teachers to support the children.



- **Concerns from Parents:** Parents can share their concerns with class teachers and the SENDCo (Special Educational Needs Coordinator) during meetings or informally at drop-off or collection times. This helps us act quickly on any issues.
- **External Agencies:** We work with outside experts, such as Speech and Language Therapists and Educational Psychologists, to better understand a child's needs.

How Do I Raise Concerns if I Need To?

Parents can talk to class teachers or contact the SENDCo (Mrs Webb) in several ways:



- **Face-to-Face:** At drop-off or collection times. Teachers meet & greet and see children out via the external classroom doors and members of the senior leadership team are available at the beginning & end of the school day on the car park and KS2 gate
- **Meetings:** Arrange a meeting in person, by phone, or online (Zoom or Teams).
- **Email or phone:** Reach out anytime with concerns using birchwoodparents@welearn365.com or **01827 892913**



- **Parents' Evenings:** Discuss concerns during the autumn and spring meetings or during the summer show and share session where parents are invited into the classroom to speak with the teachers and see their child's books

How Will the School Support My Child & Who Will Oversee, Plan and Work With My Child?

Class teachers are responsible for planning and supporting children with additional needs in their classes. They may ask the SENDCo for extra resources, strategies & advice. Support can be short-term or part of ongoing teaching methods.

We create an Individual Education Plan (IEP), called a Pupil Profile at Birchwood. This outlines the child's targets and interventions as well as the wider support outside of these targets that they will receive.



The SENDCo and senior leaders regularly check the progress of children with SEND. Both Teachers and Teaching Assistants work with children daily, providing individual or group support. If a child needs extra help, the SENDCo, class based teaching staff or teaching assistants that work across school may offer one-on-one or small group sessions for skills like Phonics, Maths, and social skills.

Parents will be consulted about any extra support and invited to meetings to discuss plans.

How is Support Reviewed?

Support is reviewed every term in meetings between the SENDCo and teaching staff. We talk to the child to understand what is working well and what needs improvement. Progress is shared with parents before consultation evenings, and parents are invited to provide feedback.



Who Will Explain This to Me?

Before creating a Pupil Profile, the class teacher or SENDCo will explain the need for it to parents and seek permission to add the child to the SEND register. Parents are encouraged to share their concerns and the child's strengths to help shape the support plan.

Parents are invited to meet at least once a term during parents' evenings. They can also schedule a more detailed meeting with the SENDCo should they wish to discuss this further. Staff are available to discuss any concerns at any time and can be contacted outside of the times.

What Support Will There Be for My Child's Overall Well-Being?

Pastoral, Medical, and Social Support

Birchwood Primary values the well-being of every child. Class teachers are responsible for the pastoral, medical, and social care of their students.

We collaborate with external agencies to support families with various needs, such as housing and health issues. Medical professionals are available for children with health needs, including mental health support.

How Will We Know If This Has Had an Impact?



Staff track progress three times a year through assessments. Data is reviewed to ensure children are making progress. Parents receive updates on their child's progress during meetings and in end-of-year reports.

How Will I Know How My Child Is Doing?

Parents can meet with the class teacher or SENDCo anytime to discuss their child's progress. Parents' evenings are held twice a year, and a show-and-share event occurs in July.

Children with Profiles have their targets discussed throughout the year. Parents receive copies of these profiles regularly.

How Does the School Know How Well My Child Is Doing?

Staff continually assess children's progress during lessons and through formal assessments. Progress meetings occur every half term to discuss student achievement and adjust support as needed.

How Will My Child Be Included in Activities Outside the Classroom?

Birchwood includes all children in school activities and trips. We ensure proper planning and support for successful participation. Risk assessments are conducted for off-site activities.

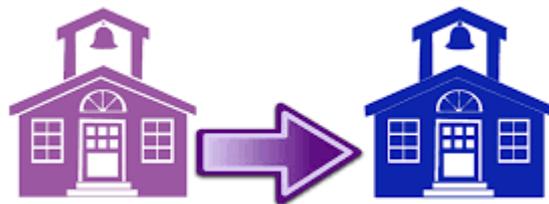
We offer various after-school clubs, with additional staff support to ensure inclusion.

How Will the School Prepare and Support My Child When Joining or Transferring Schools?

We build strong relationships with pre-school settings and conduct visits to gather information about each child.

New Reception children are invited to Storytime sessions and have one-on-one meetings for assessments. Additional transition support is provided if needed.

Parents receive information about the school and can attend an induction meeting. We also hold a 'Reception Tea Party' for new families to meet staff and ask questions.



Children joining the school in other year groups are invited to attend transition days where appropriate and all are allocated 'Birchwood buddies' to help them: find people to play with, understand the routines at break and lunch times etc.

For children with EHCPs, transition planning meetings involve all relevant staff from both settings as well as parents and the child. Wherever possible, we try to arrange multiple visits and interactions with new staff and the setting to ensure smooth transitions between year groups and to new schools.

What Specialist Services and Expertise Are Available?

We share good practices among staff to support children with additional needs. The SENDCo attends network meetings for training and support.

Our school environment includes resources to assist learning. We collaborate with various external agencies to meet individual needs such as: Speech & Language Therapists, Specialist Teaching service, Educational Psychologists, Occupational Therapists, Mental Health in Schools Team, School Nursing to name some of the most common services.



What Training Have the Staff Supporting Children with SEND Had?



Staff receive training on various topics to support children effectively. This includes training on Neurodiversity (including autism, ADHD & Dyslexia), sensory differences, Emotional coaching trauma informed approaches and speech and language needs. The SENDCo is also the Mental Health Lead.

We access training from external sources and provide internal training for support staff.

Who Can I Contact for Further Information?

For questions, please speak to your child's class teacher first. You can also contact Ella Webb, the SENDCo, by email or phone. Information about SEND is available on the school website.

Who Should I Contact If I Am Considering Whether My Child Should Join the School?

Contact Mrs Jill Jackson, the Office Manager, for information about the school and to arrange a tour. The school website has helpful information for your decision-making.

The Children and Families Act 2014 requires local authorities to provide a list of resources for families with children with additional needs. Please check the Warwickshire Local Offer for details.

SENDIASS

SENDIASS offers advice and support for families with children who have SEND. They help parents and children make informed decisions and ensure their views are heard.

For more information about SENDIASS, please visit their website. They provide:

- Confidential advice by phone or email.
- Help with meetings.
- Support during EHC assessments.
- Assistance with letters and forms.
- Guidance on policy and practice.
- Help with disagreements and exclusions.

You can take a look at the Local Offer for Warwickshire by following this link - [Local Offer for Warwickshire](#).