

OUR LADY OF FATIMA CATHOLIC PRIMARY SCHOOL

SEND Policy and Information

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Aims

Our Lady of Fatima Primary School is committed to providing an appropriate and high-quality education to all the children who enter our school in accordance with the school admissions policy. We believe that all children, including those identified as having special educational needs, have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them, and to be fully included in all aspects of school life.

We believe that all children should be equally valued in school. We will strive to eliminate prejudice and discrimination, and to develop an environment where all children can flourish and feel safe.

Our Lady of Fatima Primary School is committed to inclusion. Part of the school's strategic planning for improvement is to develop cultures, policies and practices that include all learners. We aim to engender a sense of community and belonging, and to offer new opportunities to learners who may have experienced previous difficulties.

This does not mean that we will treat all learners in the same way, but that we will respond to learners in ways which take account of their varied life experiences and needs.

Our Special Educational Needs policy aims to ensure maximum access for pupils with special educational needs.

We believe that educational inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity, impairment, attainment and background. We pay particular attention to the provision for and the achievement of different groups of learners:

- girls and boys
- minority ethnic and faith groups, travellers, asylum seekers and refugees
- learners who need support to learn English as an additional language (EAL)
- learners with special educational needs
- learners who are disabled
- those who are gifted and talented
- those who are looked after by the local authority
- others such as those who are sick; those who are young carers; those who are in families under stress
- any learners who are at risk of disaffection and exclusion

The SEND policy pervades all curriculum policies in the school. Some children have barriers to learning that mean they have special needs and require particular action by the school.



Children have special educational needs if they have a learning difficulty which calls for special educational provision to be made for them.

Our SEND policy and information report aims:

- We believe that all children should be recognised as individuals who have strengths that can be nurtured and weaknesses that can be supported
- We believe that all teachers are responsible for setting suitable learning challenges to respond to their children's diverse needs and overcome any potential barriers to learning and assessment for their pupils
- □ All teaching and support staff should be fully aware of the school's procedures for identifying, assessing and making provision for children with SEND
- We will ensure that all children have access and continuity to the National Curriculum, through to the transfer into Key Stage 3, at their own level through differentiated teaching and learning according to their individual need
- We recognise and value the achievements of those children who experience difficulty and celebrate their success
- We will provide a clear administrative and organisational framework in which the early identification of children who may have special educational needs is structured and effective
- □ We will provide appropriate support to teachers and teaching assistants in order to allow the child with special educational needs to be taught effectively within their peer group in school
- □ We will provide support for, and work in partnership with parents / carers
- □ To involve the children themselves in planning where appropriate and in any decision making that affects them
- □ We will liaise with other agencies as appropriate
- □ We will ensure confidentiality of information as appropriate

Legislation and guidance

This policy and information report is based on the statutory <u>Special Educational Needs and Disability</u> (<u>SEND</u>) <u>Code of Practice</u> and the following legislation:

> Part 3 of the Children and Families Act 2014, which sets out schools' responsibilities for pupils with SEND



The Special Educational Needs and Disability Regulations 2014, which set out schools' responsibilities for education, health and care (EHC) plans, SEND co-ordinators (SENDCOs) and the SEND information report

This policy also complies with our funding agreement and articles of association.

Definitions

A pupil has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- > A significantly greater difficulty in learning than the majority of the others of the same age, or
- > A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

Roles and responsibilities

The SENDCO

The SENDCO is Mr Michael Leese and can be contact on <u>inclusion OLF@emmausmac.com</u> They

will:

- Work with the Principal and SEND governor to determine the strategic development of the SEND policy and provision in the school
- Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans
- Provide professional guidance to colleagues and work with staff, parents / carers, and other agencies to ensure that pupils with SEND receive appropriate support and high-quality teaching
- Advise on the graduated approach to providing SEND support
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- Be the point of contact for external agencies, especially the local authority and its support services
- Liaise with potential next providers of education to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Ensure the school keeps the records of all pupils with SEND up to date

The SEND governor

The SEND governor will:

• Help to raise awareness of SEND issues at local governing body meetings



- Monitor the quality and effectiveness of SEND and disability provision within the school and update the governing body on this
- Work with the Principal and SENDCO to determine the strategic development of the SEND policy and provision in the school
- The Local Governing Body Representative who is appointed to have responsibility for SEND is: Mr Matthew Higgins

The Principal

The Principal will:

- Work with the SENDCO and SEND governor to determine the strategic development of the SEND policy and provision within the school
- Have overall responsibility for the provision and progress of learners with SEND and/or a disability

Class teachers

Each class teacher is responsible for:

- The progress and development of every pupil in their class
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- Working with the SENDCO to review each pupil's progress and development and decide on any changes to provision
- Ensuring they follow this SEND policy

SEND information report

The kinds of SEND that are provided for

Our school currently provides additional and/or different provision for a range of needs, including:

- Communication and interaction, for example, autistic spectrum disorder, Asperger's Syndrome, speech and language difficulties
- · Cognition and learning, for example, dyslexia, dyspraxia
- Social, emotional and mental health difficulties, for example, attention deficit hyperactivity disorder (ADHD)
- Sensory and/or physical needs, for example, visual impairments, hearing impairments, processing difficulties, epilepsy
- Moderate and multiple learning difficulties

Identifying pupils with SEND and assessing their needs

A child's individual needs may be identified by a variety of methods and we always consult and involve parents / carers when making these decisions.

- regular class assessments through published and/or teacher materials showing a lack of progress compared with peers and/or national expectations
- concerns raised by teaching staff or parents / carers and possibly the pupils themselves



- the use of Target Tracker, Provision Map, Show Progress and the Birmingham Access to Education's Language and Literacy Toolkits to assess children who are working below or significantly below the national benchmarks. Teachers and classroom assistants do this together and provide the Inclusion Leader with evidence of a child's academic ability
- continuity of records from pre-school intervention and/or previous schools
- staff observation of persistent social, emotional or mental health difficulties, which are not improved by the techniques usually employed in the school
- staff observation of sensory or physical issues and continues to make little or no progress, despite the provision of specialist equipment
- if there are communication and / or interaction difficulties, and the child continues to make little or no progress

When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents / carers. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

Consulting and involving pupils and parents / carers

We will have an early discussion with the pupil and their parents / carers when identifying whether they need special educational provision. These conversations will make sure that:

- Everyone develops a good understanding of the pupil's areas of strength and difficulty
- We consider the parents' / carers' concerns
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are

Written notes of these early discussions will be added to the pupil's record and any verbal/email correspondence will be recorded on Safeguard so that parents / carers and teachers can refer back to previous conversations, if needed.

We will formally notify parents / carers when it is decided that a pupil will receive SEND support.

Assessing and reviewing pupils' progress towards outcomes

We will follow the graduated approach and the four-part cycle of assess, plan, do, review.

The class or subject teacher will work with the SENDCO to carry out a clear analysis of the pupil's needs. This will draw on:

- The teacher's assessment and experience of the pupil
- Their previous progress and attainment or behaviour
- Other teachers' assessments, where relevant
- The individual's development in comparison to their peers and national data
- The views and experience of parents / carers
- The pupil's own views
- Advice from external support services, if relevant The assessment will be reviewed

regularly.

All teachers and support staff who work with the pupil will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. We will regularly review the effectiveness of the support and interventions and their impact on the pupil's progress.

Supporting pupils moving between phases and preparing for adulthood

We will share information with the school or other setting the pupil is moving to. We will agree with parents / carers and pupils which information will be shared as part of this.

- During Year 6, the Inclusion lead/SENDCo from the child's chosen Secondary school liaises to discuss the child, their needs and possible strategies to help them in their transition and learning. The Inclusion Leader creates a 'Transition report' and any records are forwarded on request from the receiving school
- There are also various meetings between the Year 6 teacher and members of staff from the secondary school
- All children receive a transition day within school to adapt to their new surroundings and to work with their new teacher. Secondary school will contact both the school and Year 6 parents / carers to share with them transitional information
- In school, children in KS1 will spend additional time undertaking transitional activities with new teacher and support staff to get them accustomed to their new classroom/staff
- Staff who will be working with children with SEND will spend additional time with children they will be working with in the following year to get to know them and to build a rapport. It also allows us as a school to have additional meeting before the next academic year with any parents / carers who want to meet their child's new teachers
- Parents / carers of children with SEND may also wish to meet with Secondary staff to help support the transfer of key information about their child. If your child has an EHC plan, the Year 6 summer term Annual Review is a good opportunity to discuss your child's needs and provision
- All Year 6 children are involved in transition groups which involves them preparing for Secondary school in smaller groups so that they can discuss and learn about their next steps
- Some receiving schools have recently begun a specific transition programme where
 vulnerable children can visit the school, meet the staff and see how the school works at
 various times of the day. They also have the opportunity of meeting their future peers and
 working alongside them on ice-breaker activities. "Vulnerable" children aren't solely those
 with a special need. The term could also include children who are particularly anxious about
 the change or simply those who need a little more care and attention

Our approach to teaching pupils with SEND

Teachers are responsible and accountable for the progress and development of all the pupils in their class.

High-quality teaching is our first step in responding to pupils who have SEND. This will be differentiated for individual pupils.

We will also provide the following interventions: (see appendix)

• Pre-tutoring and planned time for overlearning within classwork (GAP Tasks during registration or at the start of lessons).



- RWI booster-type sessions
- Precision Teaching
- Doodle (IT based 5-10-minute basic skill-based session)
- Direct Instruction (Sparkly Folders)
- Direct phonics
- Toe-by-Toe
- SNIP
- Plus 1 and Power of 2
- Structured Peer Tutoring
- METRA intervention
- Paired Reading
- Language groups, particularly in Reception class- based on the Wellcomm pack
- Talk Boost
- Pre-tutoring of key vocabulary and key concepts especially prior to a new topic
- Small groups for speech clarity and the production of sounds
- Social stories and dedicated social skills groups where children can learn about how to deal with the world around them
- Teachers adapt what they do in class to cater for the child's needs
- Nurture-type groups
- Rainbow trained staff to support children who have suffered loss/bereavement
- F.R.I.E.N.D.S resilience related small group.
- SEAL work in small groups
- Circle time in class as part of the PSHE sessions
- Transition/nurture-type groups in all year groups, and particularly Year 6 throughout the year
- · Fine Motor or Gross Motor groups e.g. Warwickshire Fine Motor skills interventions

Adaptations to the curriculum and learning environment

We make the following adaptations to ensure all pupils' needs are met:

- Differentiating our curriculum to ensure all pupils are able to access it, for example, by grouping, 1:1 work, teaching style, content of the lesson, etc
- Adapting our resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc
- All subject leaders to ensure that they monitor and plan for SEND provision within their subject area/s

Additional support for learning

We have teaching assistants who are trained to deliver interventions a range of interventions including: pre-tutoring, SNIP, WELLCOM etc].

We work with the following agencies to provide support for pupils with SEND:

- Malachi A family support service the school finds invaluable
- Your child's GP for general medical information and referrals to other agencies
- The school nurse has a good overall knowledge of what a school could do next if they require some specialist support. The School Nurse may also provide specific health lessons or workshops for children as well as providing information for parents / carers (as required)
- Educational Psychologists for advice on anything from possible classroom strategies to help children right through to support for children with complex needs. An Educational Psychologist will always be involved with a child who is referred for an Education, Health and Care Plan and if there needs to be a change of placement
- The Community Paediatricians (usually at the Allen's Croft Child Development centre)
- NHS Speech and Language Therapists for children with high level speech and language difficulties
- Occupational Therapists and Physiotherapists for children with physical difficulties
- Social services
- The Communication and Autism Team (CAT) for children who are being assessed for or already have a diagnosis of Autism or communication difficulties. They will also provide support for families of children with these difficulties
- Pupil and School Support (PSS) for Children who are working below the expected standard for their year group. A Pupil and School Support Teacher will also work with staff in schools offering support, advice and training
- Forward Thinking Birmingham (FTB, formally CAMHS) for mental and emotional support

Expertise and training of staff

The Staff within the school are all highly trained and experienced and have many different attributes and skills. Almost all of the Class Teachers and Teaching Assistants have received the Level 1 Autism Awareness training provided by the Communication and Autism Team (CAT). Where this has not occurred, it is because they have recently joined Our Lady of Fatima and there will be plans to ensure they have had the training as soon as possible.

Our SENDCO is new to the role and has completed **the National Award for SEN Co-ordination**. Mr. Leese is also the Vice Principal with many years' experience in both primary and secondary settings.

We have a team of 6 teaching assistants, which currently includes one higher-level teaching assistants (HLTAs) who are trained to deliver SEND provision.

Securing equipment and facilities

The identification and meeting the needs of children with SEND is a whole school issue led by the Inclusion Leader (SENDCo). Resources are reviewed on an annual basis and monitored by the Inclusion Leader and up-dated as appropriate according to budget.

Whenever appropriate, we aim to meet special needs within an integrated approach based on the curriculum the whole class is studying. However, depending on the specific intervention and type of need, some individual or small group withdrawal teaching may be offered as appropriate.



The facilities at Our Lady of Fatima are available for all children regardless of their abilities. For example; The 'Before and After School Club' (BASC) caters for many different groups of children and is highly regarded by many families.

Evaluating the effectiveness of SEND provision

We evaluate the effectiveness of provision for pupils with SEND by:

- Reviewing pupils' individual progress towards their goals each term on Provision Map
- Reviewing the impact of interventions each half term all interventions are set using the SMART goal setting criteria
- Using pupil questionnaires
- Monitoring by the SENDCO bowled over by books (includes pupil voice)
- Using provision maps to measure progress and coverage
- Holding annual reviews for pupils with EHC plans
- Pupil progress meeting with SENDCo, SLT and teachers
- Performance management meeting with support staff

Enabling pupils with SEND to engage in activities available to those in the school who do not have SEND

All of our extra-curricular activities and school visits are available to all our pupils, including our before-and after-school clubs.

All pupils are encouraged to go on our residential trip(s) to Alton Castle in Year 6.

All pupils are encouraged to take part in sports day/school plays/special workshops.

No pupil is ever excluded from taking part in these activities because of their SEND.

- No pupil will be refused admission to school on the basis of his or her special educational need
- The Principal along with the Local Governing Body are responsible for the admission arrangements which accord with those laid down by the Local Authority and Diocesan Education Service. In line with the SEND and Disability Act, the school acknowledges its responsibility to consider the admission of a child with already identified special educational needs, as well as identifying and taking reasonable steps to provide for those not previously identified as having SEND
- You can find out school's accessibility plan in the following place on our website: Key information > SEND information > Accessibility plan

Support for improving emotional and social development

We provide support for pupils to improve their emotional and social development in the following ways:

- Pupils with SEND are encouraged to take part in belonging to different school groups
- e.g. Mini Vinnies, School Council, Eco-team, Liturgy leaders etc
- We have a zero-tolerance approach to bullying.



Working with other agencies

When necessary the School may need to seek advice on specific areas of need, or with parental consent, assessment of and strategies to help the learning of individual children.

These are:

- The Educational Psychology Service (EPS)
- The Communication and Autism Team (CAT)
- The Pupil and School Support Service (PSS)
- Malachi (Family Support Workers and Counselling service)
- The Speech and Language Therapy Department (SALT)
- Occupational Therapy (OT)
- The School Nurse Team
- Forward Thinking Birmingham (FTB)
- Others as appropriate.

With regard to referrals to these services the Inclusion Leader, Principal or Parents / carers complete the referral forms with input from the class teacher. This would normally take place following various discussions about the child, sometimes with another external agency.

Planning meetings with these agencies usually take place at the start of the academic year. Some services have a set package and therefore a set number of hours per term to attend i.e. EPS, PSS, Malachi, whilst some attend the school when required.

These services can provide INSET for the school staff.

Complaints about SEND provision

Complaints about SEND provision in our school should be made to the class teacher, who will inform the SENDCo and Principal in the first instance. They will then be referred to the Emmaus MAC's complaints policy.

The parents / carers of pupils with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our school has discriminated against their children. They can make a claim about alleged discrimination regarding:

- Exclusions
- Provision of education and associated services
- · Making reasonable adjustments, including the provision of auxiliary aids and services

Contact details of support services for parents / carers of pupils with SEND

In addition, the Local Authority have a website detailing all services available in Birmingham for children with Special Educational Needs and Disabilities. There details are below:

Birmingham Special Educational Needs & Disability Information, Advice and Support Service (SENDIASS)

Tel: 0121 303 5004 (8:45am to 5pm, Monday to Friday),

Email sendiass@birmingham.gov.uk



Alternatively, you can write to: SENDIASS, The POD, 28 Oliver St, Nechells, Birmingham B7 4NX

Contact details for raising concerns

If your child is already attending Our Lady of Fatima Catholic Primary School and has a SEND, then please meet with the child's Class Teacher in the first instance at a mutually convenient time. The Class Teacher may then refer you to the Inclusion Leader and/or a member of the Senior Leadership Team.

If your child does not yet attend school and you are considering Our Lady of Fatima Catholic Primary School as an option, then please phone school and have a chat with the Inclusion Leader. She can advise on whether the school can adequately meet your child's needs.

The Inclusion Leader at Our Lady of Fatima Catholic Primary School is: Mr Michael Leese. Mr Leese works full-time, and is also the school's Vice Principal. If you wish to arrange an appointment, either speak to the office staff, phone the school (0121 429 2900) or email at inclusion_OLF@emmausmac.com. He would be delighted to chat to you, and to help with any concerns or queries.

5.18 The local authority local offer

Our local authority's local offer is published here: <u>https://www.localofferbirmingham.co.uk/</u>

Monitoring arrangements

This policy and information report will be reviewed by Principal and SENDCo **every year**. It will also be updated if any changes to the information are made during the year.

It will be approved by the Local Governing Body.

Links with other policies and documents

The SEND policy should permeate through the school and should therefore link to the majority of the school policies. However, a list of key additional supporting documents which need to be read and applied in collaboration with the SEND policy are as follows:

- Admissions
- Various Safeguarding policies i.e. Attendance, Behaviour, Complaints
- Various BASC policies and procedures
- Charging and Remissions



Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed. a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these. policies are reviewed regularly in this regard.

This SEND Policy and Information has been approved and adopted by Our Lady of Fatima Catholic Primary School on 11.09.23 and will be reviewed in 09.2024.

Signed by the Chair of the Local Governing Body for Our Lady of Fatima Catholic Primary School

Mr Matthew Higgins

Signed by the Principal for Our Lady of Fatima Catholic Primary School:

Mr David Simmons



Appendix 1

Whole School Provision: Interventions			
Types of Need	What it could look like (a few examples)	Examples of possible support in our school	How we know it is effective
Cognition and Learning This includes children with: MLD (Moderate Learning Difficulty) Dyslexia Dyscalculia Processing delays	Children may need support with: understanding and/or processing information remembering key concepts e.g. spellings, phonics, times tables learning new skills organisational skills Learning in general – literacy, numeracy etc. 	 Pre-tutoring and planned time for overlearning within classwork (GAP Tasks during registration or at the start of lessons). RWI booster-type sessions Precision Teaching Doodle (IT based 5-10- minute basic skill based session) Direct Instruction (Sparkly Folders) Direct phonics Toe-by-Toe Structured Peer Tutoring METRA intervention Reading for Meaning Paired Reading Input from Pupil and School Support or our Educational Psychologist – will be mentioned again later. 	 We know by: Tracking the child's progress using the school tracking system – Target Tracker Regular liaison with class teacher, teaching assistants directly involved with the child and Inclusion Leader Tracking along the Language and Literacy Toolkit Talking with parents / carers Talking with pupils Moderation of samples of child's work alongside peers at dedicated staff meetings. Reviews on IPMs and individual targets. Child observed to be using new strategies and methods by class teacher or teaching assistant or during learning walks and observations by Senior Leadership team, Inclusion Leader or outside agencies.
Communication and Interaction This area includes children who have a diagnosis or show symptoms of: • A Speech and language delay – either expressive, receptive or both. • A stammer • Hearing impairments • Autism	Children who show signs of a speech or language concern may need support with: Finding the right words to express themselves or describe something Understanding key concepts the production of speech; responding to the verbal cues of others; dealing with frustrations and anxieties arising from a difficulty to communicate effectively – may reveal itself through behavioural difficulties and a breakdown in the relationship with peers. Children who display Autistic traits may need support with:	 Language groups, particularly in Reception class- based on the Wellcomm pack. Talk Boost Pre-tutoring of key vocabulary and key concepts especially prior to a new topic. The provision of resources dedicated to helping the child find the correct words e.g. prompts on tables, effective displays. Small groups for speech clarity and the production of sounds. Input from outside agencies – Speech and Language therapist, Communication and Autism Team. Social stories and dedicated social skills groups where children can learn about how to deal with the world around them. Teachers adapt what 	 Tracking of child's academic progress as well as social. Observation during class time and during unstructured times such as playtimes and lunchtimes. Talking to parents / carers Talking to children Regular meetings between staff Discussions and observations from outside agencies

topic they haven't chosen to talk	There is a particular emphasis during times of transition and most especially between Key	

	 about Making friends or keep friends for a long time Following rules made by someone else Dealing with changes in the way they usually do things Dealing with noises, smells or other sensations around them Saying what they are thinking Understand what other people mean when they are talking 	Stages i.e. Reception to Year 1, Year 2 to Year 3 and Year 6 to Secondary school.		
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Social, Emotional and Mental Health This area includes children who may have a diagnosis of: • ADD (attention deficit disorder) • ADHD (attention deficit hyperactive disorder) • Behaviour • Anxiety-related behaviours • Bereavement	 with: ay need support Managing their own emotions and behaviour on a daily basis Following rules set by others Sitting still for a certain period of time Listening to and following instructions Making friends Dealing with their difficulties in a way that does not cause harm to themselves or others Taking responsibility for the things they do Understanding how they are feeling 	 Social Skills groups Nurture-type groups Circle of Friends F.R.I.E.N.D.S – resilience related small group. Visual prompts i.e. class rules clearly on display, visual timetable SEAL work in small groups Circle time in class as part of the SMSC sessions A school- wide emphasis on positive behaviour and rewards – Congratulations assembly and class routines i.e. house points, certificates, star of the week BLURT resources Special Friends- Year 6 and Reception Mini Vinnies – playground pals In the event of the environment becoming too overwhelming for a child, staff have been trained and use the Team Teach approach for positive handling and de- escalation. Transition/nurture-type groups in Year 6 throughout the year. 	 Tracking of child's academic progress as well as social. Observation during class time and during unstructured times such as playtimes and lunchtimes. Talking to parents / carers Talking to children Regular meetings between staff Records of rewards gained on individual behaviour plan (if required). Discussions and observations from outside agencies
Sensory and/or Physical Needs – links to the general accessibility of the school This includes children who have a physical disability which makes it difficult for them to manage daily life without support i.e. • Hearing impairments • Visual impairments • Visual impairments • Physical disabilities – could include fine or gross motor difficulties right through to the child requiring a wheelchair and walking aids.	Children may need support with: Hearing peers or adults in the classroom Reading – text may need to be enlarged or change (font style) Moving around without the aid of a walking aid or wheelchair Using pencils, scissors, knives and forks and other things that we need to use without changes or support	 Professional advice from specialist staff Physiotherapy Occupational Therapy Sensory Support Service Specialist equipment Fine Motor or Gross Motor groups Adaptations to the school environment where possible – ramp between KS1 playgrounds, the ramp by the Before and After School Club (BASC), Accessible WC in the KS1 corridor, access to Year 3 and 4 through BASC by managing exits. Further adaptations could be made when the needs arises. 	 Observation of child during different times of the day Additional advice from outside agency Monitoring that the child has full access to a broad and varied curriculum Talk to adults who have worked with the child or young person Talk to parents / carers Talk to the child