



SEN Policy

Name of policy	SEN Policy
Date reviewed	December 2015
Staff member Responsible	Lucinda Jacobs
Governor Responsible	Curriculum, Pastoral, School Improvement Committee
Date signed off by Governors	December 2015
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Challenge Yourself, Celebrate Achievement, Focus on Success, Learn for Life

Introduction

CCFL provides a range of support from short term re-engagement programmes to long term provision. The Primary needs for many of our students are around their complex social, emotional and mental health difficulties. These complex needs are expressed through the presentation of their behaviour, which can be challenging. In addition, an increasing number of our special school students have a range of additional educational needs, including: Learning and Cognition; Social Communication and Interaction; and Specific Learning Difficulties.

We recognise that many of our students will have special needs at some time during their school life. In implementing this policy, we believe students will be helped to overcome their difficulties. Whilst many factors contribute to the range of special educational needs experienced by some of our students, we believe that much can be done to overcome them by parents, teachers, other professionals and students working together.

All our students have experienced challenges in one or more mainstream schools and many have found school and learning difficult. Some, transfer from secondary schools with identified special educational needs (SEN). Others may have their needs recognised on entry to CCFL through our induction procedure and school systems.

Fresh Start Conversation

We understand that each student has had different experiences in their previous schools and that every parent/carer has a story to tell and needs to be given the opportunity to express what has worked well and what has not in their child's education. In order to build supportive relationships with parents/carers right from the start as part of the induction process a 'fresh start conversation' is arranged with parents/carers. This is where parents/carers get to tell their story to a member of staff from the SEN team and the Multi Agency Team and will discuss and plan together the support needed to work towards the student's future academic goals.

Induction Process

Our induction procedure is a period of time where the student will work 1:1 with a number of staff before going into formal lessons. The induction procedure is the process by which students learning and emotional needs are identified. This can take a few days to a week, or longer until the students, staff, parents/carers feel ready to engage with the provision offered and the timetable. This allows for a positive start at CCFL as the students have familiarized themselves with the school systems before they begin formal lessons.

The second stage of the induction process involves identifying the students' learning needs, strengths and areas for development. We assess the stages of where students are in their learning using a range of screening and assessment tools to identify the support needed for the students to engage in their learning and make progress.

Using checklists students identify triggers that affect their learning, identify their preferred ways in which they learn and the barriers that might get in the way of them making the most of their learning.

To support students to reflect and plan their education we involve students in planning and agreeing their own targets through a 'person-centred approach' this is where we can get to know the student better as individuals and plan together so that students can enjoy learning

and achieve. The students complete an "All About Me Booklet" where the student is supported to identify their future aspirations and what we need to put in as a school to support them in getting there.

At the end of the induction process a member of the SEN team compiles a summary of the outcomes and shares this information with all staff so that they are best prepared in supporting your child and their needs.

Identifying SEN

In collaboration with the SEN team and the senior leadership team we ensure that those students requiring different or additional support are identified at an early stage and that additional support is put in place. Additional support is planned in three possible ways. We will first ensure that systems across the school support the SEN needs of the students and that all staff are aware of up to date practices with SEN through staff training and continuous professional development.

The second method of support is targeted support. This is where members of the SEN team will discuss with curriculum lead teachers on how to best plan to meet the SEN needs. SEN staff will offer advice on the differentiation of materials and resources. If needed, they could be timetabled to provide extra support to targeted students in class with their regular subject teachers.

The third method of support is specialist 1:1 interventions. A 1:1 programme will be timetabled and will be delivered by our targeted intervention co-ordinators or SEN specialist teachers. These can focus on gaps in their reading, writing, spelling, comprehension and numeracy so that students can make progress in every subject.

Where needed the SEN team will also consult with specialist services such as Educational Psychologists, Clinical Psychologists, Speech and Language Therapists and Occupational Therapists for further support to ensure that our practice best meets the students' needs. In order to deliver successful interventions where the student makes progress we will assess the learning levels at the start of the intervention and at the end. The progress achieved is communicated with all staff, parents/carers and students so that we all continue to work together and consistently celebrate success. Provision is reviewed regularly by the senior leadership team and the SENCO to establish whether interventions are having the desired effect on the child's progress and to determine whether other SEN arrangements need to be made.

Individual Programmes

CCFL also offers an Individual Learning Programme tailored to the distinct needs of students. This is where the student will be taught by one tutor with opportunities to learn in small groups.

Vocational Routes and College Placements

Some of our students engage in a vocational route, whereby they can spend part of their school week in college placements and focus on learning vocational courses.

Meet the Team

CCFL has a strong SEN team that can address a wide range of needs. Our emphasis is to provide an inclusive education system so that all barriers to learning are responded to effectively. As a team we are here if you have any questions, concerns, or would like any updates regarding your child's progress.

The Special Educational Needs Co-ordinator (SENCO) at CCFL is Lucinda Jacobs.

Lucinda.Jacobs.CCFL@Camden.gov.uk

Lead teachers of SEN:

KS3 Denise Bushell

KS4 Jude Black

Targeted Interventions Co-ordinators:

KS3 Jon Beck

KS4 Christine Bangs

The SEN team members are specialists in delivering a range of interventions around reading, spelling and numeracy.

Our SEN Specialist Teachers and Targeted Interventions Co-ordinators have completed additional accredited training such as 'Elklan Language and Communication Strategies for 11-16 year olds', 'Catch Up literacy' and 'Catch Up numeracy' courses, and are recognised as trained to deliver these interventions.

Whole School Approach

Teaching students with SEN is a whole-school responsibility and SEN support arises through the graduated approach. The core of the teachers' work involves a continuous cycle of assessing, planning, teaching, and reviewing, taking into account the differences in students' abilities, talents, and interests.

All staff members attend school training to ensure that their practice is continuously being developed so that they are up to date with the best ways of supporting students with SEN.

Parents/carers and staff working together

The school recognises that parents/carers have a unique overview of the child's needs and how best to support them. We make a strong commitment to work in partnership with parents, spending time listening to parents' concerns, needs and post 16 aspirations. We will invite you to discuss your child's progress with their tutor every 6 weeks in our Academic Review days. We will also ask you to fill out questionnaires about the progress your child has made and to recognise positive changes. Parents/carers will also receive daily telephone calls home with positive feedback and important information that needs to be shared.

Students with a Statement of SEN or an Education and Health Care Plan

We invite professionals and parents/carers to their child's Annual Review meetings. In the review we all work together to discuss what outcomes have been achieved, how well their

needs have been met and set goals to further support the students and their families. Some students will already have had their statements changed to Education and Health Care plans (EHC) and some will be converting to EHC plans over the next three years. This new system will be further explained to parents.

Support from other professionals

CCFL recognises the important contribution that other specialists make in assisting to support your child's learning and well-being. Working together for the benefit of your child we may ask colleagues from the following support services to provide more specialist interventions. The specialist may be asked to provide further assessments and advice, and possibly work directly with the students.

CCFL Multi-Agency Team: brief role descriptions

Family Worker

- Family support, advocacy and encouraging community links
- One-to-one mentoring
- Individual support packages for children and families
- Structured parenting programmes
- Intensive family interventions and support to families in their own homes to improve family and community lives
- Practical support with housing, benefits and financial matters
- Free Saturday activities

School Home Support Worker

- Support families at home around issues including attendance, transitions, practical advice and support
- Act as link between home and school
- Independent support for parents/carers at meetings
- Arrange adult learning, parenting courses, coffee mornings

Social Worker

- Support families to promote the safety and well-being of their children and young people
- Respond to children and families in need of support and help
- Affect positive change and promote good outcomes for children and young people

Clinical Psychologists

- Work with young people and their families to develop an understanding of their experiences, feelings, behaviours and relationships, with the aim of helping them to make changes that are more positive and less distressing
- Advocate for young people and their families to help them communicate their needs
- Work with staff who support young people to help them to develop and build upon their understanding of young people and families, to help them to meet their needs

Educational Psychologists

- Help clarify and identify young people's needs
- Work with others to create conditions for change
- Work with schools to help staff understand young people better

Youth Workers

- Engage with young people and families through positive activities, in and outside school, during and after school, including school holidays
- Deliver exciting, fun, multi-media & creative arts projects
- Consultation and participation skills development programmes

Connexions Workers

- Support young people and families to prepare for leaving school
- Provide long-term support and follow-up after the age of 16

Speech & Language Therapists

- Support young people to make the most out of their communication skills, at school and at home
- Assess and diagnose speech, language and communication difficulties
- Make sure that classroom learning and other interventions are understood by young people with language or communication needs
- Support staff to differentiate lesson delivery and resources for students with speech, language and communication barriers to their learning
- Support staff to develop the communication skills of young people for future interview/work skills, family relationships and friendships.

Creative Therapists

- Support children and young people to express, make sense of and manage their feelings and emotions through art, music and drama
- Stimulate and facilitate creativity, imagination and curiosity to support educational engagement and well being
- Help children and young people to understand links between thinking, feeling and behaviour
- Include parents/carers in the process to increase their understanding of their child and support parenting.

Educational Welfare Officer

- Ensure fairness around exclusions and to advocate for parents/carers
- Support young people to access education regularly and on time
- Assist the school in helping them find ways to achieve good attendance levels

Safer Schools Officers

- To be the visible and familiar contact within the school as well as the main point of contact between school, parents/carers and police

- Provide initial response and facilitate crime enquiries and initial investigation of appropriate crime reports relating to school and/or students
- Provide advice and information regarding crime to students, staff and governors

Occupational Therapist

- Help young people to become as independent as possible in everyday activities and to reach their maximum functional potential across a range of performance areas, particularly self-care (e.g. dressing and personal hygiene), learning (e.g. school-based tasks), play and leisure (e.g. taking part in community activities).
- Advise on strategies (move n sit cushion/movement breaks), adaptations (adapted writing tools/seating) and interventions regarding improving participation and in regard to functional difficulties.
- Provide activity analysis for functional tasks in order to assess and adapt the demands of a task in order to promote success. This includes looking at the sensory and motor components of a task.
- Provide advice on functional life skills associated with the transition from adolescence to adulthood i.e. work related skills, independent living skills, and community participation.

School Nurse

- To help support children and young people with their health needs so that they can access education and achieve their best outcomes.
- Care planning for children with chronic and complex health needs
- Training of school staff for children's medical conditions and emergency treatment in the school setting (for example, care of diabetes, epilepsy and anaphylaxis).
- Provide health advice and information to young people, families and school (for example, advice on contraception, sexual health, stopping smoking, immunizations, health checks and other health services, healthy eating, emotional wellbeing and supporting the curriculum.

Life Skills

Beyond the academic curriculum we also offer opportunities to work towards future goals and ambitions and engage in further education, employment or training.

In addition to the academic curriculum, students are encouraged to take part in activities such as Tutor Reward activities, cooking, team games etc. so that they can develop their social skills, have positive experiences, learn outside the classroom and develop self-esteem.

Moving on from KS3 to KS4

For students with an Education Health Care Plan the year 9 reviews are particularly important to make sure that the students successfully begin their transition to KS4. This review will begin to focus on their future aspirations in the world of work.

Year 11 and GCSE Exams

We understand the stresses and excitement that our students can experience when undergoing their formal examinations in the summer. To further support students with their academic achievements the SENCO ensures that students are assessed to see whether they

meet the criteria for any of the following arrangements for their exams: extra time, a scribe, rest breaks, a prompt, reader and access to specialist equipment. In this way CCFL makes 'reasonable adjustments' so that all students can achieve their potential and so that their SEN does not become a barrier to their achievements.

Post 16

We prepare students for life after school by offering students an accreditation in preparation for working life; we have a planned career advice service and continuous programme of support from the Connexions Service.

Complaints procedures

The school's complaints procedure is on the website.

Please note that the Parent Partnership Service Consultant is Victor Baldock. The Parent Partnership Service offers a free and confidential service to families and children and young people who may have SEN and are experiencing difficulties in school. The service is based at: Highgate Newron Community Centre, 25 Bertram Street, London N19, 5DQ

Camden Local Offer

CCFL's SEN Information Report, i.e. what we offer as a school, is published on our school website <http://ccfl.camden.sch.uk>

CCFL works closely with Camden Local Authority to review the provision that is available locally and also in the development of the Local Offer. We collaborate with other local education providers to explore how different needs can be met most effectively.

CCFL considers the SEN Policy document to be of great importance and in conjunction with the governing body undertakes a thorough review of both policy and practice each year. The outcomes of this review are used to inform CCFL's Improvement Plan.

Our SEN Policy promotes CCFL's vision of excellence and inclusion.

Please contact us if you require any further information.