

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. 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](mailto:Children.families@salford.gov.uk) . *Please could these be returned to us by 30<sup>th</sup> May 2014.*

<b>School/Academy Name</b>	<b>Westwood Park Community Primary School</b>
<b>Name and contact details of your school's SENCO</b>	<b>Alison Guite 0161 789 2598</b>

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

<b>Name of Person/Job Title</b>	<b>Sara Walker</b>		
<b>Contact telephone number</b>	<b>0161 789 2598</b>	<b>Email</b>	<b>Sara.Walker@salford.gov.uk</b>

### 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 by April 4th (please give date)

<b>Please give the URL for the direct link to your school's Local Offer</b>	<b>Westwoodparkcommunityprimaryschool.co.uk</b>		
<b>Name</b>	<b>Sara Walker</b>	<b>Date</b>	<b>24.2.14</b>

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



Special Educational Needs and Disabilities – The School’s Local Offer.

This document will explain how we will support you and your child. Please get in touch as soon as you have any concerns so that we can help you.

<b>Teaching and Learning</b>	
<ol style="list-style-type: none"> <li>1. What additional support can be provided in the classroom?</li> <li>2. 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)</li> <li>3. Staff specialisms/expertise around SEN or disability</li> <li>4. What ongoing support and development is in place for staff regards supporting children and young people with SEN?</li> <li>5. What arrangements are made for reasonable adjustments in the curriculum and support to the pupil during exams?</li> <li>6. How do you share educational progress and outcomes with parents?</li> <li>7. What external teaching and learning do you offer?</li> <li>8. What arrangements are in place to ensure that support is maintained in "off site provision"?</li> </ol>	
<b>Teaching and Learning</b>	
<ol style="list-style-type: none"> <li>1. What additional support can be provided in the classroom?</li> </ol>	<p>Teaching assistants with specific training.            Word walls and other displays to help your child.            Differentiated worksheets/activities and resources.            Extra teacher support in small groups in/out of the classroom            Personalised teaching to pupils’ specific needs – how does your child learn</p>

	<p>best?</p> <p>Additional computing/ICT provision with specific APPs and programs.</p>
<p>2. 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)</p>	<p>Advice from the Educational Psychologist</p> <p>Support from the Behaviour Team</p> <p>Family Support Workers</p> <p>Speech and Language Service</p> <p>Dyslexia Service</p> <p>Laptops</p> <p>IPads</p> <p>Coloured overlays for students with dyslexic tendencies</p> <p>ELKLAN Trained TAs (for Speech and Language support)</p>
<p>3. Staff specialisms/expertise around SEN or disability</p>	<p>Teaching Assistants are trained in Elklan (Speech and Language strategies), Phonics delivery, Rapid Reading, Rapid Maths, Precision Teaching, Team Teach (Behaviour Management) and EAL (English as Additional Language) strategies.</p> <p>We have staff trained for the use of Epipen.</p> <p>All staff have received training on Asthma and Duchene Muscular Dystrophy.</p> <p>Key staff will soon receive training on the use of a defibrillator.</p> <p>We are always willing to undertake new training to improve provision and support specific children.</p>
<p>4. What ongoing support and development is in place for staff regards supporting children and young people with SEN?</p>	<p>CPD training offered regularly on:</p> <p>Dyslexia training</p> <p>Behaviour modification programmes</p> <p>Supporting EAL pupils in/out of the classroom</p> <p>EMTAS support for specified EAL pupils</p> <p>Speech and Language</p> <p>Epipen training</p> <p>ADHD training</p>
<p>5. What arrangements are made for reasonable adjustments in the curriculum and support to the pupil during exams?</p>	<p>Access arrangements – which includes Readers, Scribes, extra time, small classroom for anxious students/behaviour students</p> <p>Training for Readers and Scribes before tests</p>

	<p>Coloured overlays for pupils with dyslexic tendencies</p> <p>Teachers/TAs informed of all pupils' reading ages</p> <p>Teachers/TAs informed of all pupils having special needs</p>
6. How do you share educational progress and outcomes with parents?	<p>Parents Evenings</p> <p>Progress checks – sent home 5 times yearly</p> <p>School reports – once yearly</p> <p>Meetings with parents about Individual Education Plans – offered termly</p> <p>Review of statements</p> <p>Review of IEPs/IBPs</p>
7. What external teaching and learning do you offer?	Behaviour support/advice from Alderbrook (Pupil Referral Unit)
8. What arrangements are in place to ensure that support is maintained in "off site provision"?	<p>Close liaison with other school (Alderbrook)</p> <p>Teacher/TA contact – update.</p> <p>TA support on trips and visits.</p>
<b>Annual Reviews</b>	
<p>1. What arrangements are in place for review meetings for children with Statements or Education, Health and Care (EHC) Plans?</p> <p>2. What arrangements are in place for children with other SEN support needs?</p>	
<b>Annual Reviews</b>	
1. What arrangements are in place for review meetings for children with Statements or Education, Health and Care (EHC) Plans?	<p>Invites to all parties involved</p> <p>Review meeting held at a convenient location</p> <p>Review meeting held at a convenient time for parents who work/have commitments during the day</p> <p>Transport provided if needed</p> <p>Translator provided if needed</p> <p>Consultation with staff prior to the meeting</p> <p>Making parents aware of parent partnership support</p> <p>All progress results available to parents.</p>
2. What arrangements are in place for children with other SEN support needs	<p>Time in the school's Nurture/Garden Room</p> <p>SENCO support</p> <p>Small group work</p> <p>Comprehensive phonics teaching throughout school.</p>

	<p>Catch up phonics/Literacy for all pupils available  Educational Psychologist for assessments and strategies  Behaviour Support team for consultation</p>
<b>Keeping Children Safe</b>	
<ol style="list-style-type: none"> <li>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?</li> <li>2. What support is offered during breaks and lunchtimes?</li> <li>3. How do you ensure my son/daughter stays safe outside the classroom? (e.g. during PE lessons and school trips)</li> <li>4. What are the school arrangements for undertaking risk assessments?</li> <li>5. Where can parents find details of policies on bullying?</li> </ol>	
<b>Keeping Children Safe</b>	
<ol style="list-style-type: none"> <li>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?</li> </ol>	<p>Parking facilities available, 2 bays for the disabled  Staff entrance available if needed.  Main entrance/Sunshine Room where parents can wait for pupils</p>
<ol style="list-style-type: none"> <li>2. What support is offered during breaks and lunchtimes?</li> </ol>	<p>Library/ICT suite/Garden room available for supervised playtime  Teachers/TAs available during playtime  Learning Mentor/Head on duty every lunchtime supported by Lunchtime assistants and designated TAs.  Pupils who are upset, lonely or worried can access staff during the above times.</p>
<ol style="list-style-type: none"> <li>3. How do you ensure my son/daughter stays safe outside the classroom? (e.g. during PE lessons and school trips)</li> </ol>	<p>Teachers meet and greet pupils at the start of the day and dismiss them at the end.  Staff on corridors at all change overs – playtime, lunchtime, phonics time, going to P.E etc.  Risk assessments are undertaken for all school trips and individual risk assessments are taken out for pupils in conjunction with the parent, school nurse or any outside agency, i.e. YOTs, Youth Service, etc.  PE lessons are always supervised and risk assessments for individuals are undertaken if and when necessary.  Any pupil who ‘can not’ do PE for medical reasons can access the Garden</p>

	Room or the Nurture room, but this is done on an individual basis, in conjunction with the parents'/carer's or medic's advice. If at all possible the child will take part in P.E.
4. What are the school arrangements for undertaking risk assessments?	All in line with Salford LA
5. Where can parents find details of policies on bullying?	Policies can be found on the school Website, however if they ring school and request one school will send out a hard copy or email them a copy.
<b>Health (including Emotional Health and Wellbeing)</b>	
<ol style="list-style-type: none"> <li>1. What is the school's policy on administering medication?</li> <li>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?</li> <li>3. What would the school do in the case of a medical emergency</li> <li>4. How do you ensure that staff are trained/qualified to deal with a child's particular needs?</li> </ol> <p>Which health or therapy services can children access on school premises?</p>	
<b>Health (including Emotional Health and Wellbeing)</b>	
1. What is the school's policy on administering medication?	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?	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. Risk Assessments and Action Plans are put in place to help a pupil who has had an accident and is in recovery.
3. What would the school do in the case of a medical emergency	Call 999 Contact a qualified first aider Contact parent/carer, collect them or pay for a taxi if required In absence of parent/carer a first aider and an additional adult would

	<p>accompany the pupil to the hospital.</p> <p>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.</p>
<p>4. How do you ensure that staff are trained/qualified to deal with a child's particular needs?</p>	<p>All staff are trained every 3 years on Safeguarding/Child protection</p> <p>Relevant staff undertake external courses provided by the LA and private companies.</p> <p>Asthma training is given in school to all staff and some pupils in school</p> <p>Relevant staff trained on how to use an EpiPen.</p> <p>Relevant staff all trained on CAF completion and other relevant documents, i.e. RIATs, EWO referrals, etc.</p> <p>Training by outside professionals for ASD, ADHD, EAL, etc.</p>
<p>5. Which health or therapy services can children access on school premises?</p>	<p>On site therapy sessions would be provided by an external specialist agency as needed and through discussion with parents/carers.</p>
<p><b>Communication with Parents</b></p>	
<p>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?</p> <p>2. Do parents have to make an appointment to meet with staff or do you have an Open Door policy?</p> <p>3. How do you keep parents updated with their child/young person's progress?</p> <p>4. Do you offer Open Days?</p> <p>5. How can parents give feedback to the school?</p>	
<p><b>Communication with Parents</b></p>	
<p>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?</p>	<p>SENCO and Child Protection Officers displayed on posters around school</p> <p>Staff available for discussion at Parents Evening.</p> <p>Home visits are made if requested by parent.</p> <p>Information is available on the school website.</p> <p>SENCO available through school.</p> <p>Parents are told that they are welcome to ring/visit regarding any concerns they may have.</p>
<p>2. Do parents have to make an appointment to meet with staff or do you have an Open Door policy?</p>	<p>We have an Open Door policy.</p> <p>An appointment may be made due to a teaching commitment. The Head or Learning Mentor will be able to deputise immediately.</p>



	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> <p>4. Do you offer Open Days?</p>	<p>Parents evenings</p> <p>IEP/IBP meetings</p> <p>Home visits if requested</p> <p>School reports</p> <p>Progress checks sent home 5 times a year.</p> <p>Open Days – through the year.</p> <p>Parents as helpers on trips.</p> <p>Telephone calls</p> <p>Parents can make an appointment to tour the school</p>
5. How can parents give feedback to the school	<p>Via the Website</p> <p>Parents' Evenings</p> <p>Via Parent Questionnaire</p> <p>Telephone calls, after parental meetings</p> <p>Arrange to see staff at a mutually convenient time.</p>
<p>6. How do you keep parents updated with their child/young person's progress?</p> <p>7. Do you offer Open Days?</p>	<p>Intervention evenings</p> <p>Parents evenings</p> <p>Home visits if requested</p> <p>School reports</p> <p>Progress checks sent home 3 times a year.</p> <p>Reward cards</p> <p>Telephone calls</p> <p>Open Day takes place in September/October</p> <p>Parents can make an appointment to tour the school</p>
8. How can parents give feedback to the school	<p>Via the Website</p> <p>Parent conferences</p> <p>Via questionnaires (Survey Monkey)</p> <p>Parental meetings</p> <p>Telephone calls, after parental meetings (SEN)</p> <p>Arrange to see staff at a mutually convenient time.</p> <p>On the yard before and after school.</p>

<b>Working Together</b>	
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)	
<b>Working Together</b>	
1. Do you have home/school contracts?	Yes.
2. What opportunities do you offer for pupils to have their say? e.g. school council	School Council meetings twice a term Pupil Relationship Survey – Half termly Pupil Voice - Weekly Informally in lessons, at playtimes and lunchtime, before and after school.
3. What opportunities are there for parents to have their say about their son/daughter's education?	Parents Evenings IEP/IBP meetings Review meetings Open Door Policy Before and after school – all teachers are available daily. Arranging a meeting with teachers. Annual Parent Questionnaire.
4. What opportunities are there for parents to get involved in the school or become school governors?	Invitation to be a governor when a place becomes vacant. Open Days Trips and visit volunteers Coffee mornings Allotment Assistants
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)	Governor linked to SEN. Governors attend attendance and behaviour panels. Staff present relevant information to Governors via reports or in a presentation.
<b>What Help and Support is available for the Family?</b>	
1. Do you offer help with completing forms and paperwork? If yes, who normally provides this help and how would parents access this?	

<ol style="list-style-type: none"> <li>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?</li> <li>3. How does the school help parents with travel plans to get their son/daughter to and from school?</li> </ol>	
<b>What Help and Support is available for the Family?</b>	
<ol style="list-style-type: none"> <li>1. Do you offer help with completing forms and paperwork? If yes, who normally provides this help and how would parents access this?</li> </ol>	<p>Yes. The SENCO or Learning Mentor would arrange to meet with parents and help them complete all the necessary paper work.</p> <p>Parents are offered this service at a parental meeting or by phone.</p> <p>Home visits are undertaken if parent/carer can not get into school.</p> <p>Close links with Family Support workers and Social Care where appropriate – who also help with form filling.</p> <p>The Head teacher and Business Manager will also help families to fill in forms.</p>
<ol style="list-style-type: none"> <li>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?</li> </ol>	<p>The SENCO and Learning Mentor will usually signpost parents to any help they may need.</p>
<ol style="list-style-type: none"> <li>3. How does the school help parents with travel plans to get their son/daughter to and from school ?</li> </ol>	<p>The school runs a Walking Bus on a daily basis to help get pupils to school every day and on time.</p>
<b>Transition from Primary School and School Leavers</b>	
<ol style="list-style-type: none"> <li>1. What support does the school offer for year 6 pupils going to High School? (e.g. visits to the school, buddying)</li> <li>2. What support is offered for pupils leaving the school?</li> <li>3. What advice/support do you offer pupils and their parents about preparing for adulthood?</li> </ol>	
<b>Transition from Primary School and School Leavers</b>	
<ol style="list-style-type: none"> <li>1. What support does the school offer for year 6 pupils coming to the school? (e.g. visits to the school, buddying)</li> </ol>	<p>We have close links with all our High Schools and arrange lessons both here and at the High Schools to familiarise pupils with staff, buildings and resources. The Y6 teacher meets with a representative of each High School to discuss all aspects of every child transferring. Especially vulnerable children will meet with a member of the High School to develop a clear link. All documentation and advice is exchanged. Parents are kept informed. Parental/pupil visits are arranged.</p>

	Y6 pupils have lessons on 'Sex Education' at an appropriate level for their age and understanding.
2. What support is offered for young people leaving the school?	Pupils who leave mid year would have all their information transferred. We speak with the receiving school about individuals.
3. What advice/support do you offer young people and their parents about preparing for adulthood	All pupils are encouraged to think about their aspirations and careers after school. People from different jobs visit school and talk about their experiences. We constantly remind our pupils about the importance of good attendance and punctuality, good literacy and numeracy, good behaviour and attitude for the world of work and to be happy in personal life. We provide good role models of behaviour to pupils by the way staff treat each other and the pupils.
<b>Extra Curricular Activities</b>	
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?	
<b>Extra Curricular Activities</b>	
1. Do you offer school holiday and/or before and after school provision?	Before school – breakfast is available in the dining centre but parents/carers supervise their own children. There is a Walking Bus every morning. After school – there are a variety of after school clubs including sport, singing, ICT, art etc. There is a small supervised Breakfast Club (4 pupils) at 9am for identified pupils with behaviour/social difficulties. There is a Reading Club for all pupils before school. All current clubs are free.
2. What lunchtime or after school activities do you offer? Do parents have to pay for these and if so, how much?	At lunchtime there is a reading club and an ICT club. On 3 days a week there is additional sport at lunchtime for KS2.

	All clubs are mentioned in newsletters and on the website.
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 to 1 support or small group support for pupils When invites go out for trips the quieter, more vulnerable student will be approached personally and persuaded to give it a go. Experienced, trained TAs accompany trips out.
4. How do you help children and young people to make friends?	The classes are changed annually. Pupils work in a variety of groups and 1 to 1 situations. Groups are devised and reviewed based on academic ability, physical and social need and progress. Nurture interventions are offered by the Learning Mentor. Assembly time and daily KS2 Behaviour Briefing. Circle Time in every class.

### Weblinks to Key Policies

e.g Behaviour policy, Antibullying policy, SEN policy

## Glossary

	<b>Annual Review</b>	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.
<b>ADHD/A DD</b>	<b>Attention Deficit Hyperactivity Disorder/Attention</b>	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.

	<b>Deficit Disorder</b>	<p>Children with ADD/ADHD may be: Inattentive, hyperactive, and impulsive (the most common form)</p> <ul style="list-style-type: none"> <li>• Inattentive, but not hyperactive or impulsive.</li> <li>• Hyperactive and impulsive, but able to pay attention.</li> </ul>
	<b>Assessment</b>	<p>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.</p> <p>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.</p> <p>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.</p>
	<b>Asperger Syndrome</b>	<p>An autistic spectrum disorder characterised by difficulties with social interaction, social communication and inflexible thought patterns in an otherwise intelligent and able child.</p>
<b>ASD</b>	<b>Autistic Spectrum Disorder</b>	<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>
<b>C up L</b>	<b>Catch up Literacy</b>	<p>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.</p>
	<b>Clinical Psychologist</b>	<p>Clinical Psychologists help parents and children who are experiencing emotional and/or behavioural difficulties in their home environment.</p>

	<b>Code of Practice</b>	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.
	<b>Connexions</b>	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.
	<b>Differentiation</b>	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.
	<b>Differentiated Curriculum</b>	A curriculum that is specially adapted to meet the special educational needs of individual children.
	<b>Dysarthria</b>	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.
	<b>Dyscalculia</b>	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.
	<b>Dysgraphia</b>	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).
	<b>Dyslexia</b>	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

	<b>Dyspraxia</b>	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.
<b>EHCP</b>	<b>Education, Health and Care Plan</b>	From 1 <sup>st</sup> 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.
<b>EP</b>	<b>Educational Psychologist</b>	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.
	<b>Exam Special Arrangements</b>	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.
	<b>Exam Special Concessions</b>	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.
	<b>Governors</b>	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'.
<b>HI</b>	<b>Hearing Impairment</b>	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
	<b>Inclusion</b>	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.
<b>IEP</b>	<b>Individual Education Plan</b>	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
<b>LD</b>	<b>Learning Difficulties</b>	A child has learning difficulties if he or she finds it much harder to learn than most children of the same age.
	<b>Learning Mentors</b>	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.
<b>LEA</b>	<b>Local Education Authority</b>	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.
<b>LSU</b>	<b>Learning Support Unit</b>	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.
<b>MLD</b>	<b>Moderate Learning Difficulties</b>	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.
	<b>National Curriculum</b>	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.
	<b>National Curriculum Inclusion Statement</b>	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.
	<b>Nurture Room</b>	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.
	<b>OFSTED</b>	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.
<b>PPO</b>	<b>Parent Partnership</b>	Provides impartial advice and information to parents whose children have special

	<b>Officer</b>	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.
	<b>Personalised Learning</b>	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
	<b>Phonics</b>	A system of teaching reading and spelling that stresses basic symbol-sound relationships and how this works in decoding words.
	<b>Phonological Difficulties</b>	A child with phonological difficulties finds it hard to select and use the correct sounds necessary for speech.
<b>PD</b>	<b>Physical Difficulty</b>	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 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. 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.
	<b>Physiotherapists</b>	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.
	<b>Pyramid Club</b>	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.
	<b>Responsible Person</b>	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.
<b>SENCO</b>	<b>Special Educational Needs Co-Ordinator</b>	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.
<b>SEN</b>	<b>Special Educational Needs</b>	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.
	<b>Special Educational Provision</b>	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.
<b>SpLD</b>	<b>Specific Learning Difficulties</b>	See Dyslexia, Dyscalculia and Dyspraxia above.
<b>SEN</b>	<b>Special Educational Needs</b>	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.
	<b>Special Educational Needs (SEN) Code of Practice</b>	See 'Code of Practice' above.
	<b>Statement of Special Educational Needs</b>	The Statement of Special Educational Needs, or 'Statement' describes the special 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 <sup>st</sup> 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.
	<b>Statutory Assessment</b>	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.
<b>TAs</b>	<b>Teaching Assistants</b>	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.

	<b>Transition</b>	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.
	<b>Transition Plan</b>	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).
<b>VI</b>	<b>Visual Impairment</b>	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.