



St Charles' Primary School

RESPONSE TO LOCAL OFFER QUESTIONS

Since September 2014, the Children and Families Bill requires Liverpool to publish and keep under review information about services they expect to be available for children and young people with special educational needs aged 0-25. This is the **Local Offer**

The intention of the Local Offer is;

- to improve choice and transparency for families.
- to provide an important resource for professionals in understanding the range of services and provision in a local area.
- to inform the joint commissioning process for children and young people with SEND by setting out in a single place what is available locally.

Clauses 25 and 28 of the Children and Families Bill places a duty on services, including schools to co-operate with local authorities in making information available.

It is central to the ethos of the SEND Green Paper which set out a vision of a new, transparent and holistic SEN system that the Local offer is co-produced with children, young people and their families.

In Liverpool we have developed a communication strategy to ensure that the widest consultation possible informs the development of the Local Offer.

To ensure that all schools are providing consistent information re The Local Offer we are providing a set of questions that parents from a Pathfinder Area devised to ensure that they have the information that is important to them about schools in their area.

We need to share the questions and your answers with parents across Liverpool and establish whether further information is required and the best way to present the information in our Local Offer. We also need to ask parents whether your answers are easy to understand, jargon free and parent friendly.

A specimen answer for primary schools to question one is provided and prompts (in italics) to help you to answer the other questions are provided.



1. How does the school know if children/ young people need extra help and what should I do if I think my child may have special educational needs?

- All pupils at St. Charles' are rigorously tracked in literacy and numeracy and progress is monitored half termly. If there are concerns about progress or if any child needs extra support then this is identified early and acted upon. This may mean small group intervention or individual support. These interventions may be daily or two or three times a week and will vary from ten minutes to approximately forty minutes, depending on the intervention. Class teachers, SENCo and Headteacher monitor the success of these interventions, judging their effectiveness by the impact on pupils' progress.
- If your child is new to our school then progress will be discussed with the previous school or nursery.
- If you think your child has special needs and this has not already been identified by the school, then an appointment can be made to see the class teacher, SENCo or Headteacher and your child's needs can then be discussed.

2. How will school staff support my child?

- The school SENCo, Mrs Ellis, will keep in touch with all class teachers, Learning Support Assistants, Education Support Assistants and Curriculum Leaders to ensure that your child's needs are met and targets in their One Page Profiles are reviewed. The frequency of the support your child receives will depend on their level of need.
- The level of support may mean small group intervention or individual support. These interventions may be daily or two or three times a week and will vary from ten minutes to approximately forty minutes, depending on the intervention. Class teachers, SENCo and Headteacher monitor the success of these interventions, judging their effectiveness by the impact on pupil's progress.
- The SENCo will involve you, and your child, in all support plans for your child. You will be given an opportunity at Parents' Evening to include targets you think are relevant and to remove those you think are not. School staff will measure the impact of the support given to your child and the progress your child is making



- St. Charles' has an SEN Governor who meets on a regular basis to discuss and track the progress that children with SEN at St. Charles' are making.

3. How will the curriculum be matched to my child's needs?

- The school recognises that children are at different levels in their learning and learn in different ways. To support all children, the school delivers the curriculum in different ways. We offer small group support and individual support when needed.
- Those children for whom a differentiated curriculum is not sufficient to meet their needs will be placed on the SEND Register and appropriate intervention put into place.
- We understand that children learn at their own pace so we closely monitor progress using One Page Profiles. All parents are invited to contribute to their child's One Page Profile at Parents' Evening and we will keep you informed of any progress that is made in meeting the targets in the plan.
- If your child is involved with outside agencies, opportunities will be given for you to meet with the other professionals to discuss your child, their progress and how best to support them.

4. What support will there be for my child's overall wellbeing?

- The school will keep in close contact with you about your child's overall well being. We use Circle Time to ensure that all children are listened to and we have a School Council for children to share their views and ideas.
- We work closely with the Educational Welfare Officer (EWO) to track and monitor every child's attendance and punctuality. If a child is absent, and the school has not been notified of a reason, we operate a first response system by contacting the parents to discuss reasons for the absence.
- We have a school nurse drop in session and named staff who are trained to administer any medicines your child may need.
- Ten members of staff are first aid trained and they are our named first aiders.



- There is a defibrillator in school and 18 members of staff are trained in its use.

5. What specialist services and expertise are available at or accessed by the school?

- The school can access specialist support from the following Special Schools with your consent:
 - Clifford Holroyde, for children with Social, Emotional and Behavioural Difficulties.
 - Aigburth High School for children with Learning Difficulties.
 - Abbots Lea for children with a diagnosis of Autistic Spectrum Disorder.
 - Special Educational Needs Inclusion Support Service (SENISS) for children in Early Years.
 - Speech and Language Therapy Service for those children experiencing difficulties with speech, language and communication.
 - CAMHS (Child and Adolescent Mental Health Service).
- The school receives support from the Educational Psychology Service.
- The Educational Welfare Officer.
- The Early Years Intervention Team.
- Family Support Services.
- School staff are trained in a variety of specialist areas and can access the expertise of teachers from other schools in their Primary Consortium .

6. What training do the staff supporting children and young people with SEND receive?

- The SENCo attends Local Authority Briefings to keep up to date with any legislative changes in SEND
- The SENCo and support staff can access training through their primary Consortium.
- All staff in the school receive training to meet the needs of all the children attending the school at any point in time. This may include Deaf awareness training, Dyslexia Training, ASD awareness training, Behaviour Management.
- One member of staff has received Downs Syndrome training and Makaton training.
- Staff have received basic training in signing.



- All staff receive Safeguarding training.

7. How will my child be included in activities outside the classroom including school trips?

- Where possible, provision will be made for all pupils to access all areas of the curriculum including extra-curricular activities. We will always contact you before a planned activity if we think your child may require additional support to meet required health and safety standards. This may involve a specific risk assessment to identify any additional support needs your child may have to ensure full participation.

8. How accessible is the school?

St Charles has a disabled changing, shower and toilet facility. We are fully D.D.A. (Disability, Discrimination Act) compliant. We have access to EMTAS, (Ethnic Minorities and Traveller Achievement Service), who can offer support to new children for whom English is a second Language. They will also act as interpreters in meetings with the school.

9. How will the school support my child to join the school and how will the school support my child in transferring to the next stage of education?

- Before your child joins St. Charles', we will speak to the previous setting to ensure that we are prepared to meet the needs of your child and make any necessary adaptations to the environment can be made.
- We will speak to any agencies which are involved with your child to ensure that the transition runs as smoothly as possible.
- You will be invited to look around the school and meet senior staff. Your child will also be invited to visit and stay for a short session before starting school.
- We support pupils moving to new settings and Key Stages by making opportunities available to them to attend the new setting for discreet activities, assemblies and playtimes.
- We develop a transition plan in partnership with you, your child, the new setting and specialist staff supporting your child to ensure that they enjoy a smooth transition.
- In the Summer term the SENCo will meet with SENCos from the Key Stage 3 schools in which the children on our SEND register have been allocated places. There is a transfer of information concerning the needs of the children and, if necessary, arrangements made for parents to discuss their children in their new environment.

10. How are the school's resources allocated and matched to a child's or young person's special needs?



- The school's SEND budget is allocated to meet the needs of the children on the SEND Register and Top-Up funding applied for if this is required
- The progress and attainment of all children is tracked and resources are allocated according to need.
- The SEND budget is used to ensure that school staff are qualified and trained to support your child and to purchase specialist help if needed. For example, we purchase a Service Level Agreement with SENISS to support children who have specific learning difficulties and will buy in extra sessions from the Educational Psychology Service.
- We also use the budget to ensure that children's individual needs are met through specific interventions and programmes, where appropriate.

11. How is the decision made about what type and how much support my child receives?

- In school we adopt a graduated response to meeting need. This means we record concerns about a pupil at pupil progress meetings and determine a timescale for a classroom based intervention and expected outcome.
- We will consult with you on progress and if expected outcomes are not met agree a timescale for withdrawal from class to a small group intervention.
- We will review with you the impact of interventions and if appropriate access further support from outreach services at the Primary Consortium.
- We will always plan your child's support with you, review progress and try to meet needs within our own resources.
- If your child requires additional specialist support we will discuss with you the pathways to more specialist support/provision.

12. How are parents and carers involved in the school? How can I be involved?

- We have an open door policy.
- We invite specialist agencies into school to talk to you about how they can support you and your child.
- We are happy to offer individual appointments to discuss specific issues with you about your child's progress.
- We hold parent workshop and surgeries for you to talk to specialist services.
- Class teachers run workshops for parents to support children's learning and progress.
- We have an SEND Governor.



- Parents are asked to complete a questionnaire regarding their satisfaction or concerns about the school.

13. Who can I contact for further information?

If you require more information about our school please go to our school website: www.stcharlescatholicprimary.com

E. mail us at charles-ao@st-charles.liverpool.sch.uk

Telephone: [0151-727-5830](tel:0151-727-5830)

If you would like to talk to a member of staff please contact your child's teacher, the SENCo or the Headteacher.

The Local Offer can be found in the Family Services Directory on the city council website: www.liverpool.gov.uk