



Beechcroft Infants School
Obtaining Information and Guidance

	<i>Beechcroft Infants School</i>	
Type of school:	<i>Mainstream</i>	
Number on roll:	<i>Maximum 270</i>	
Special Resource provision?	<i>No</i>	
		<i>SEN Roles and responsibilities</i>
Information and guidance Who can I speak to about my child?	<i>Class teacher</i>	<p><i>He / she is responsible for:</i></p> <ul style="list-style-type: none"> • <i>Ensuring that all children have access to good/outstanding teaching and that the curriculum is adapted to meet all children's individual needs (differentiation).</i> • <i>Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (this could be things like targeted work, additional support, adapting resources etc.)</i> • <i>Devising personalised learning plans to prioritise and focus on the next steps required for your child to improve learning.</i> • <i>Liaising with the school SENDCO as necessary.</i>

		<ul style="list-style-type: none"> • Ensuring that all members of staff working with your child in school are aware of your child's individual needs and/or conditions and what specific adjustments need to be made to enable them to be included and make progress. • Ensuring that all staff working with your child in school are supported in delivering the planned work/programme for your child, so they can achieve the best possible progress. This may involve the use of additional adults, outside specialist help and specially planned work and resources. • Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND.
	<p>Teaching Assistants</p>	<p>Most classes have a general Teaching Assistant (TA). SEN Teaching Assistants are allocated to specific pupils with exceptional special educational needs and/or disabilities with high needs funding in place. Whilst they take a very valuable role in your child's education, we would prefer that questions regarding your child's learning and progress are</p>

		<p>directed in the first instance to the class teacher.</p> <p>Of course, as a school we welcome daily dialogue between parents and TAs on how a child's day has been and we do actively encourage this continued feedback.</p>
	<p style="text-align: center;">SENDCO</p> <p>Miss Sarah Kew</p> <p>Contact: skew@beechcroft.swindon.sch.uk</p>	<p>She is responsible for</p> <ul style="list-style-type: none"> • Coordinating all the support for children with special educational needs (SEN) and or disabilities and developing the school's SEND Policy to make sure all children get a consistent, high quality response to meeting their needs in school. • Ensuring that you are: <ul style="list-style-type: none"> • involved in supporting your child's learning • kept informed about the support your child is getting • involved in reviewing how they are getting on in school • part of planning ahead for them. • Liaising with any agencies who may be coming into school to help support your child's learning e.g. Speech and

		<p>Language Therapy Service, Educational Psychologist.</p> <ul style="list-style-type: none"> • Updating the school's SEND register, (a system for ensuring all the special educational, physical and sensory needs of pupils in this school are known and understood) • To provide support for teachers and support staff in the school so they can help your child (and other pupils with SEN and/or disabilities in the school) to achieve their potential. • Organising training for staff so they are aware and confident about how to meet the needs of your child and others within our school.
	<p>Head teacher Mrs Jo-Anne Rutt</p>	<p>She is responsible for:</p> <ul style="list-style-type: none"> • The day-to-day management of all aspects of the school, this includes the support for children with SEN and/or disabilities. She will give responsibility to the SENDCO and class teachers but is still responsible for ensuring that your child's needs are met. • She must make sure that the Governing Body is kept up to

		<p>date about any issues in the school relating to SEND.</p>
	<p>Governors</p>	<p>They are responsible for:</p> <ul style="list-style-type: none">• Ensuring that the school has an up to date SEND Policy.• Making sure that the school has appropriate provision and has made necessary adaptations to meet the needs of all children in the school.• Ensuring that the necessary support is made for any child who attends the school who has SEN and/or disabilities.