



SEN Information Report



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Introduction

The Emmbrook School is a fully inclusive, mainstream, co-educational secondary school providing an Ofsted rated 'Good' learning environment for students aged 11 to 18 (school years 7 to 13). We value every child as an individual and work in partnership with parents/carers to actively support all our students, regardless of ability, to ensure they are encouraged to achieve their full potential both academically and socially. The Emmbrook School prides itself on being an inclusive school, working in partnership with parents and carers to actively support its students from all cultures and backgrounds and across all abilities. We have an inclusive ethos based on a holistic approach to maximise the potential of all our students. Teaching is differentiated to meet individual needs and systems are in place to identify barriers to learning, achieving and/or participation.

How will we know if your child needs additional help?

Initially we gather and use information from the following:

- parent/carer application documents;
- Head of Year 7 and Transition Manager's meeting with primary school staff;
- Head of Year 7 and Transition Manager's meeting with child at primary school;
- SEN Manager's consultation with primary school SENCO;
- SENCO attending annual review meetings for Year 5 and Year 6 students with Education, Health and Care Plans (EHCPs);
- identification if 'non secondary ready' via information from primary school;
- reports from external professionals/agencies, e.g. Educational Psychologist;
- curriculum specific tests;
- feedback from subject teachers;
- concern raised by tutor.

As students progress to higher years, we use information from the following:

- Termly monitoring reports;
- Parent/carer concerns;
- Reports from external professionals/agencies, e.g. Educational Psychologist;
- Annual review meetings for students with EHCPs;
- Year 9 screening assessments where applicable;
- Curriculum specific tests;
- Feedback from subject teachers;
- Concern raised by tutor.

If a student needs assessment in School we use a range of tests depending upon the area of need. If appropriate we make referrals to outside agencies to request involvement from external professionals, e.g. Educational Psychologist.

In Year 9 identified students are screened to establish if exam access arrangements might be required (EAAs). In Year 10 these students undertake further assessments and subsequently formal EAAs are put in place in accordance with JCQ (Joint Council for Qualifications) and teachers and parents/carers are notified of these. EAAs are in place for all of Year 10 and 11. In Year 12 arrangements are reviewed to check the EAAs are still appropriate to students' needs.



Exam Access Arrangements could include:

- extra time;
- reader;
- scribe;
- prompt;
- use of a laptop;
- rest breaks;
- practical assistant;
- separate room.

How will we know how your child is progressing?

We believe in a collaborative approach working together with parents/carers to keep you informed and involved in your child's progress. We do this by:

- Termly monitoring
- Show My Homework – log of home learning tasks set
- Parent Information Evenings
- Notes in student planners
- Emails to parents/carers
- Telephone calls home
- Appointments with individual teachers/tutor/member of the SEN team
- Annual reviews for students with EHCPs

The Emmbrook School provides general information to parents/carers via:

- School website
- Intouch – text messages to parents/carers
- School newsletter
- Open Evening
- Options Evenings

How will we support your child?

Staff are advised of your child's individual needs and where appropriate a Pupil Action Plan (PAP) is created. Teachers differentiate lessons accordingly and Teaching and Learning Assistants (TLAs) provide further in class support where necessary.

As a mainstream school, the majority of students follow a traditional curriculum, however, a small number of learners have a personalised curriculum to meet their specific needs.

How will your child be included in activities outside the classroom?

All students are encouraged to participate in extracurricular activities, during and after school. These and day or residential trips are open to all students and where necessary individual needs are discussed and planned to enable participation. This may include a risk assessment.



How will we support your child's wellbeing?

The emotional wellbeing of all our students is important to us and we recognise that it contributes significantly to their ability to attend, engage, learn and progress.

Our Pastoral Welfare Manager, Mrs Susan Woolfenden, and the wider Pastoral team work with individual students or groups as appropriate. We work in partnership with parents/carers and outside agencies if they are involved, to provide interventions and strategies to support children, including referral to counsellors and assigning mentors. Restorative practice is embedded as part of normal practice at The Emmbrook School.

The Pastoral Manager liaises with Children's Social Care services by attending Child Protection (CP), Child in Need (CIN), Child Looked After (CLA/LAC) and Team Around the Family (TAF) meetings to ensure we work together with students and their families and support common desired outcomes.

Safeguarding is of paramount importance and we take our duty of care extremely seriously. Our Safeguarding Policy is available on our website.

Who is our Special Educational Needs Coordinator (SENCO)?

Miss Kate Andrews is our SENCO.

Who are our SEN Team and what are their roles?

Senior members of the SEN Team are listed below. We also have Teaching and Learning Assistants supporting students in the classroom. *Please contact Ms Gail Oliver in the first instance.*

Miss Kate Andrews – SENCO
kandrews@emmbrook.wokingham.sch.uk

Ms Gail Oliver – SEN Manager
goliver@emmbrook.wokingham.sch.uk

Mrs Colette Culross
cculross@emmbrook.wokingham.sch.uk

What SEN training have our staff had?

Our SEN team have a wide range of qualifications and experience covering various special educational needs. TLAs who are new to The Emmbrook School undertake an induction programme which includes training and information on SENs. All staff have access to our SEN Register, student EHCPs, PAPs, assessment results, EAAs and monitoring reports.

The Emmbrook School actively engages in a process of Continuous Personal Development (CPD) training for all staff.



How accessible is our School?

The Emmbrook School is a large school spread across several buildings, some of which have multiple floors. Many of our classrooms are on the ground floor and these are accessible at ground level or via ramps. Our English block, which was constructed in 2015, has a lift which is suitable for less able students/wheelchair users. Our Maths block, which opened in 2017, also has a lift. We have toilets suitable for less able students/wheelchair users within the English and Maths blocks and the main part of the School site.

How can parents/carers provide support?

Please support us by encouraging your child to fully engage with and take responsibility for their learning. You can support them by:

- ensuring they attend School on time every day unless they are unwell – please make medical or dental appointments during School holidays or after School wherever possible;
- encouraging them to pack everything they need for the school day the evening before, including planner, pens, pencils, calculator, protractor, compass, ruler, PE kit, food tech ingredients;
- checking they have completed all homework tasks to the best of their ability (Show My Homework);
- reading their planner regularly and signing it weekly;
- attending parents' evenings;
- attending meetings specifically arranged for your child;
- making sure all interventions/suggestions for home are completed;
- checking achievement points awarded and praising these;
- checking sanction points awarded and discussing ways to prevent reoccurrences.

How can your child contribute?

- Proactively engage in their learning;
- Arrive at lessons on time;
- Ask for help if they are struggling;
- Check Show My Homework and complete all home learning tasks to the best of their ability;
- Follow the School's behaviour policy;
- Attend meetings for them where applicable;
- Contribute to target setting and reviewing;
- Work in partnership with a mentor if one is assigned.

What should parents/carers do if they have a concern?

In the first instance, concerned parents/carers should contact their child's tutor who may then refer you to a subject teacher, member of the SEN team or member of the Senior Leadership Team (SLT). If the concern cannot be resolved, parents/carers should contact Mr Paul O'Neill, our Headteacher.

The Emmbrook School has a formal complaints policy which can be found within the Policies section on our website.



SENDIASS offer free, confidential, impartial advice and support to parents/carers (tel 0118 9088233 email Sendiass@wokingham.gov.uk).

What other services are available through School?

Sometimes students need help from additional services or outside agencies and we have experience in working with:

- Educational Psychology Service;
- Child and Adolescent Mental Health Service (CAMHS);
- Speech and Language Therapists;
- Occupational Therapists;
- Sensory Consortium;
- Autism Spectrum Service for Information, Support & Training (ASSIST);
- Social Care;
- School Nurse;
- Adviza.

External agencies are contacted when necessary and appropriate, according to your child's individual needs.

How will we support transition to secondary school and beyond?

At The Emmbrook School we recognise that moving to secondary school is a major change in a child's life and we therefore work collaboratively with parents/carers and primaries from the Summer term of Year 6 (or in some cases the start of Year 5 in the case of students with EHCPs) to ensure a smooth transition. We offer small group and bespoke transition packages to support students with SEND, tailored to support their individual needs and lessen anxiety around this significant change.

The School provides careers' advice to students and parents/carers are encouraged and supported to explore post 16 options by attending careers' fairs and visiting local colleges/sixth forms and researching apprenticeship/employment opportunities. Advice and strategies to support students, as well as information regarding EAAs, are passed on to schools and colleges when students transition to further education.

Mr Pete Ging, Head of Sixth Form, works with students in Years 12 and 13 to discuss college, employment or university options.

How are policy reviews conducted?

The Emmbrook's SEN Information Report and SEND policy are revised annually by our SEN Manager before being reviewed and approved by our Governors.

Further information and how to contact us:

- Visit The Emmbrook School's website;
- Email the School at enquiries@emmbrook.wokingham.sch.uk;



- Telephone the School on 0118 9784406;
- Look at The Emmbrook School's Local Offer on Wokingham Borough Council's website;
- Read our SEND Policy which can be found under Policies on the School's website;
- For specific SEND enquiries contact Ms Gail Oliver, SEN Manager, via goliver@emmbrook.wokingham.sch.uk.



Document Control

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1	30 March 2017	New version generated.
2	26 September 2017	Policy amended to reflect staff changes and opening of new Maths block.
3	5 December 2017	Policy amended to reflect the introduction of Pupil Action Plans.
4	15 January 2018	Policy updated.
5	29 January 2019	Policy updated.