



# The Emmbrook School



## Emmbrook School Document: **SEND Report and Local offer**

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Owner:	DHT
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### Changes History:

Version	Date	Amended by:	Substantive changes:	Purpose
1.0	26/1/2022	SEN Manager	New Document	First release since transition to CT
1.0	1/2/2022	Local Advisors	None	Approval by the Emmbrook School LAs
1.0	12/9/2022	SENCo	None	Refresh for new academic year
1.0	27/9/2022	SEN Manager	None	Review and update to reflect current practice

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## 1. Introduction

As part of The Circle Trust, 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. We pride ourselves on being an inclusive school, working actively to support our students from all cultures and backgrounds and across all abilities. Our inclusive ethos is based on providing a holistic approach to maximise the potential of all our students. Teaching is scaffolded or differentiated to meet individual needs and systems are in place to identify barriers to learning, achieving and/or participation.

## 2. How will we know if your child needs additional help?

Initially we gather and use information from the following:

- parent/carer application documents
- Year Leader for Year 7's meeting with primary school staff
- Year Leader for Year 7's meeting with child at primary school
- SEN Manager's consultation with primary school SENCO
- SENCO attending annual review meeting for Year 5 and/or Year 6 student with Education, Health and Care Plan (EHCP)
- identification of 'non secondary ready' child via information from primary school
- reports from external professionals/agencies, e.g. Educational Psychologist
- curriculum specific tests
- feedback from subject teachers or tutor
- CAT (Cognitive Abilities Test) for all Year 7 students
- NGRT (National Group Reading Test) for all Year 7 students
- Lucid Exact where further assessment required

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, CAMHS (Child and Adolescent Mental Health Service), etc
- Annual review meetings for students with EHCPs
- Year 10 exam access arrangement screening assessments where applicable
- Curriculum specific tests/mock exam results
- Feedback from subject teachers
- Concerns raised by tutors or the pastoral welfare team

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, CAMHS, etc.

At the beginning of year 10 identified students are screened to establish if exam access arrangements might be required (EAAs). These students undertake further assessments and subsequently formal EAAs are put in place in accordance with JCQ (Joint Council for Qualifications) regulations and teachers and students 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, those which are being authorised accordingly.

Exam Access Arrangements could include:

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

### **3. 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, including mock exam results in appropriate years
- Show My Homework – log of home learning tasks set
- SIMS (School Information Management System) portal
- Parent Consultation Evenings
- Emails to parents/carers
- Telephone calls home
- Appointments with individual teachers/tutor/member of the SEND team
- Annual reviews for students with EHCPs

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

- School website, e.g. transition information for new joiners and School Policies
- Intouch – text messages to parents/carers
- School newsletter
- Open Evening
- Options Evenings
- Year Leader Termly letter

### **4. 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. Using Quality First Teaching, teachers scaffold and 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, which includes provision from external providers in some cases.

## **5. 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 activities and day or residential trips are open to all students and where necessary individual needs are discussed and support planned to enable participation. This may include a risk assessment.

## **6. 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. Therapeutic Thinking and Restorative Practice is embedded as part of standard practice at The Emmbrook School.

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

Safeguarding is of paramount importance and we take our duty of care extremely seriously. Our Safeguarding Policy is available on our website and all staff must attend regular, updated training

## **7. Who is our Special Educational Needs Coordinator (SENCO)?**

Mr Stuart Baker is our SENCO.

## **8. 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 and Student Support Workers delivering bespoke support and intervention in our Student Support provision. *Please contact Ms Gail Oliver in the first instance.*

Mr Taj Bhambra – Senior Deputy Headteacher, Inclusion & GDPR Lead  
[tbhambra@emmbrook.wokingham.sch.uk](mailto:tbhambra@emmbrook.wokingham.sch.uk)

Mr Stuart Baker – SENCO & Alternative Provision Teacher  
[sbaker@emmbrook.wokingham.sch.uk](mailto:sbaker@emmbrook.wokingham.sch.uk)

Ms Gail Oliver – SEN Manager  
[goliver@emmbrook.wokingham.sch.uk](mailto:goliver@emmbrook.wokingham.sch.uk)

## **9. What SEN training have our staff had?**

Our SEND team have a wide range of qualifications and experience covering various special educational needs. Teachers receive regular SEND Inset training in specific areas of SEND. TLAs who are new to The Emmbrook School undertake an induction programme which includes training and information on SENDs. All staff have access to our SEN Register, Internal Support List, student EHCPs, PAPs, trackers, assessment results, EAA spreadsheet, monitoring reports and SEND referral form.

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

## **10. How accessible is our School**

The Emmbrook School is a large purpose built 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 mobile students/wheelchair users. Our Maths block, which opened in 2017, also has a lift. We have toilets suitable for less mobile students/wheelchair users within the English and Maths blocks and the main part of the School site. Our SENCO completes an annual Accessibility Audit and the following are in place.

### **Admission**

Arrangements for the admission of disabled students at The Emmbrook School comply with *Section 69 of the Children and Families Act 2014, Schedule 1 of the Special Educational Needs and Disability Regulations 2014* and the *Special Educational Needs and Disability Code of Practice*. We take the following action to ensure admission of disabled students is as seamless as possible:

- Acquire sound knowledge of the child's individual needs prior to transition including meeting with parents/carers, the child, liaising with previous school and reviewing information provided by external professionals to plan provision
- Child and parent/carer site visit prior to joining
- Create Risk Assessment prior to joining if required and share with parents/cares and staff
- Create Personal Emergency Egress Plans prior to joining if required and share with parents/carers, the student and staff
- Create Health Care Plan if required prior to joining in collaboration with parents/carers and medical professionals
- Provide the student with a Medical Exit Card if required (permission to leave the classroom during lessons for medical reasons)

### **Physical Environment & Facilities**

Improving the physical environment of The Emmbrook School for the purpose of increasing the extent to which disabled students are able to take advantage of education and benefits, facilities or services provided or offered by the school means ensuring facilities provided help disabled students to access the school. These include but are not limited to:

- Access to lifts – student given lift keys
- Ramps where there are stairs and no lift is available
- Staircase handrails
- External steps/ramps handrails
- Accessible toilets
- Clear signage, e.g. disabled access toilet
- Bells to indicate change of lessons
- Highlight hazards, e.g. bright painted edges of ramps, protrusions
- Manual handling training - for staff required to push/manoeuvre wheelchairs
- Ensure no loose tiles, flooring, stair coverage, handrails, door handles, free cables, fixtures or other hazards
- PC screens where the text/image can be increased and the colour background can be changed

## **Inclusivity**

Steps The Emmbrook School has taken to prevent disabled students from being treated less favourably than other students includes but are not limited to:

- An inclusive admissions policy
- Bespoke provision planned, delivered and reviewed regularly in consultation with parents/carers and individual students
- Delivery of inclusion and diversity lessons as part of the PSHE curriculum to all students
- SEND training and Continuous Personal Development (CPD) training for all staff

## **Participation**

Increasing the extent to which disabled students can participate in the school's curriculum and improving the delivery to disabled students of information which is readily accessible to students who are not disabled is:

- Provide TLA support in lessons as required
- Adapt PE lessons as required, e.g. use of balls with bells for visually impaired students
- Facilitate the use of Radio Aids for hearing impaired students
- Provide Braille and sighted guide support for blind students
- Provide facilities and supervision for Occupational Therapy/Physiotherapy exercises
- Facilitate visiting external professionals
- Provide support for day and residential trips as required
- Review provision and support regularly with student and parent/carer
- Adapt classrooms for short-term wheelchair use, e.g. raised desk

### **11. 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 pens, pencils, calculator, protractor, compass, ruler, PE kit, food tech ingredients (please name all equipment and clothing in case it gets lost)
- checking they have completed all homework tasks to the best of their ability (Show My Homework)
- attending Parent Consultation 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

### **12. How can your child contribute?**

- Proactively engage in their learning
- Arrive at lessons on time with the correct equipment, wearing the correct uniform
- 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

### **13. 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 SEND team or member of the Senior Leadership Team (SLT). If the concern cannot be resolved, parents/carers should contact Mr Nick McSweeney, 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](mailto:Sendiass@wokingham.gov.uk)).

### **14. 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
- Counselling via ARC
- Physiotherapists and Occupational Therapists
- Sensory Consortium
- Autism Spectrum Service for Information, Support & Training (ASSIST)
- Childrens' Social Care service
- School Nurse
- Careers services

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

### **15. 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 at 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 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 EAs, are passed on to schools and colleges when students transition to further education.



Students with EHCPs have annual reviews in year 9 which focus on Preparation for Adulthood (PFA). Their EHCPs are reviewed and updated in consultation with the student, parents/carers, external professionals (if applicable) and their SEND Case Officer from their Local Education Authority (LEA). In year 11, the SENCO works with the student and parents/carers to support transition to the next phase of education, e.g. college, or employment.

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

## **16. How are policy reviews conducted?**

The Emmbrook's SEND Report is revised annually by the SEN Manager and SENCO before being reviewed and approved by the Teaching Learning and Student Committee of The Emmbrook School Local Advisory Board.

## **17. Further information and how to contact us:**

- Visit The Emmbrook School's website;
- Email the School at [enquiries@emmbrook.wokingham.sch.uk](mailto: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, in the first instance via [goliver@emmbrook.wokingham.sch.uk](mailto:goliver@emmbrook.wokingham.sch.uk)

## **Acronyms for Special Educational Needs**

AA: Access Arrangements

ABA: Applied Behavioural Analysis

ADD: Attention Deficit Disorder

ADHD: Attention Deficit Hyperactivity Disorder

AR: Annual Review

ASC: Autism Spectrum Condition

ASD: Autism Spectrum Disorder

ASSIST: Autism Spectrum Service for Information, Support and Training

C: Cause for Concern

CAMHS: Child and Adolescent Mental Health Services

CCG: Clinical Commissioning Groups

CTOPP: Comprehensive Test of Phonological Processing

DASH: Detailed Assessment of the Speed of Handwriting

DSA: Disabled Student's Allowance

EAs: Exam Access Arrangements

EHC: Education, Health & Care

EHCP: Education, Health & Care Plan

FAS(D): Foetal Alcohol Syndrome (Disorder)

GDD: Global Developmental Delay

GORT: Gray Oral Reading Test

HI: Hearing Impairment

HLTA: Higher Level Teaching Assistant

K: SEN Support Plan

LSA: Learning Support Assistant

MLD: Moderate Learning Difficulty

MSI: Multi-Sensory Impairment

OCD: Obsessive Compulsive Disorder

ODD: Oppositional Defiance Disorder

OT: Occupational Therapy/Therapist  
PD: Physical Disability  
PMLD: Profound and Multiple Learning Difficulties  
PR: Parental Responsibility  
PT: Physiotherapy/Physiotherapist  
SALT/SLT: Speech & Language Therapy/Therapist  
SEMH: Social, Emotional and Mental Health  
SEN: Special Educational Needs  
SEND Special Educational Needs and Disabilities  
SENDCo: Special Educational Needs & Disabilities Co-ordinator  
SENDIASS: Special Educational Needs and Disabilities Information, Advice and Support Service  
SLCN: Speech, Language & Communication Needs  
SLD: Severe Learning Difficulties  
SpLD: Specific Learning Difficulties  
TA: Teaching Assistant  
WRAT: Wide Range Attainment Test  
WRIT: Wide Range Intelligence Test  
WTT: Working Together Team (outreach)  
VI: Visual Impairment