

## SPECIAL EDUCATION NEEDS AND DISABILITIES REPORT

### **The Local Offer**

We aim to provide parents with information about how we support children's learning in College. Although we have tried to be comprehensive in our information, please do come and talk to us if you wish to discuss any aspect of our Special Educational Needs and Disabilities (SEND) provision. We adhere to the 2014 Code of Practice:

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

### **The College**

Cottenham Village College is a mainstream secondary school with a Hearing Support centre. We are a fully comprehensive, non-selective school recruiting from a number of local primary schools.

The Hearing Support Centre (HSC) is a specialist LA resource base providing support for deaf children from across Cambridgeshire. We provide a holistic approach that delivers a safe and welcoming environment where students are supported in reaching their academic and personal development goals.

We build on the work done by our primary school provision, ensuring that all deaf children develop an effective communication system that will allow them to access information and communicate their thoughts and feelings. The aim is to include deaf children in all aspects of school life by meeting their individual learning and communication needs and promoting deaf awareness across the school.

Deaf students are included in mainstream classes with their hearing peers as much as appropriate and are supported by specialist teaching assistants who have been trained to support deaf students and to match the communication mode preferred by the student. To enhance and consolidate learning and achievement, students are withdrawn for specialist sessions for speech and language therapy, language and literacy development and tutorial work. This policy and ethos of inclusion and access reflects the aims and philosophy of the college.

We believe that all children should be valued as individuals. We have an inclusive ethos with high expectations and targets, a broad and balanced curriculum differentiated to meet individual needs and systems for early identification of barriers to learning and participation. We believe that educational inclusion is about equal opportunities for all learners whatever their age, gender, ethnicity, impairment, attainment and background. We ensure that all children are included in both curricular and extra-curricular activities including educational trips and visits.

### **How will we know if your child needs extra help?**

- When your child first comes to us we use information from:
- primary school teachers, end of Key Stage 2 levels
- baseline testing in Year 7 including NRG, CATs
- parents/carers, application form information
- subject teachers carry out knowledge base testing
- specialist colleagues, external agencies

### As your child gets older we use information or referrals from:

- assessments and interim data
- subject teachers and tutors
- external agencies

If your child needs to be assessed, we would use a range of assessments depending on the area of need.

### If it is thought that a family needs support we may:

- seek to apply for an Early Help Assessment

- Refer to the Cambridgeshire MASH (Multi-Agency Safeguarding Hub)

### **How will you know how your child is doing?**

We will monitor and review your child's levels and pick up on any subjects where your child is not making the right amount of progress. We will then consider whether an intervention is appropriate. At the next reporting time, we will check whether the right progress has been made.

Astrea Academy Trust and the local Executive Consultative Committee are responsible for checking the progress of different groups within the College and recommending strategies to support and accelerate progress. We welcome the involvement of parents/carers and want to keep you up to date and involved with your child's progress. We do this through:

- Sims
- parents' evenings
- notes in planners
- email
- telephone calls
- appointments made with individual teachers
- annual reviews and additional termly meetings for students with an Education Health Care Plan.
- Assess, Plan, Do, Reviews for those students who are classified as needing SEN support
- Astrea Parent App

### The College provides information for parents through:

- Cottenham Village College newsletter
- The College website ([www.astreacottenham.org](http://www.astreacottenham.org))
- The College Facebook page
- Open evenings
- Letters home
- Information evenings (Year 6 through to Year 11)
- Individual consultation meetings
- Sims
- Astrea Parent App

### **How will we support your child?**

All teachers will be told about your child's individual needs and will endeavour to adapt their lessons to meet these. Teachers have experience or are trained in doing this. Where there are concerns regarding access, the teacher will raise this with their line manager and the Special Needs Coordinator.

Within College there are a variety of staff roles to help us fully support your child. Most of our students follow a traditional curriculum, however a small number of learners in KS3 and 4 have a more personalised curriculum to match their individual needs, interests and abilities.

Where it is felt it is the right thing to do, a student may be offered additional help and support, in which case parents would be informed.

There are a range of interventions and additional subject support which are available. Should your child need this, it would be discussed with you.

When your child is approaching the start of Key Stage 4, if necessary, we will assess and apply for exam access arrangements according to the Joint Council for Qualifications exam regulations. We have access to a qualified and experienced teacher to assess students and any special exam arrangements are coordinated and managed within the SEND department.

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

All children in the College are encouraged to take part in extra activities at break time, lunchtime and after College. Day and residential trips are open to all children and your child's specific needs can be discussed if they wish to join such a trip.

### **How will we support your child's wellbeing?**

At Cottenham Village College we take our pastoral responsibilities seriously. We pride ourselves on providing a high level of student support and guidance. One way we support our students is by assigning them to a form tutor who will (in most cases) remain with them as they progress up the College. This provides continuity and builds a strong relationship between tutor and students. There are additional members of staff at Cottenham Village College who are able to provide pastoral support.

We also have excellent relationships with a number of outside agencies including:

- Children's Services,
- The Police
- The Youth Service
- Red balloon
- CAMH

If your child finds lunch or break times difficult, we have a supported area which is safe and supervised.

### **Who is our Special Educational Needs Co-ordinator?**

The SEN Co-ordinator is Susan Kean and she can be contacted via the College office on 01954 288944 or by email at [susan.kean@astrecottenham.org](mailto:susan.kean@astrecottenham.org).

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

We have a SEN Department which is made up of the Special Needs Co-ordinator, Susan Kean, a Higher Level Teaching Assistant and a team of TAs.

We employ Teaching Assistants to support students in class with 1:1 and group work, and also to offer pre-school lunchtime and homework support. The SEN comprises a range of experienced Teaching Assistants who may specialise in different subject areas and additional needs as well as providing support in the following areas:

- Cognition and learning
- Communication and Interaction
- Social, mental and emotional health
- Sensory and/or physical needs

Training is provided to all staff including teachers and TAs as the need arises and there is ongoing training for all staff as well as opportunities to further develop skills.

As an Academy we can call on support from specialist organisations from within the Astrea SEND team, the Local Authority and health and social care services

### **How accessible is our College?**

In the main school there is an inclusion room which can be utilised for pupils who are unable to use the stairs.

### **How else can you be involved?**

We need you to support us by encouraging your child to fully engage with their learning and any interventions offered by:

- Helping them to be organised for their day (including bringing the right equipment and books)
- Full attendance and good punctuality
- Completion of homework
- Checking and signing planner
- Attending parents' meetings
- Attending any meetings specifically arranged for your child

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

Students are encouraged to:

- attend review meetings
- contribute to target setting and reviewing

### **What should you do if you have concerns?**

In the first instance, you should contact the subject teacher or your child's tutor who may refer your concerns to a more senior member of staff if needed. Alternatively contact Susan Kean, the College's SENDCo.

The College has a formal complaints policy which can be found on the website.

### **What other services are available through the College?**

As an Academy we have access to a range of services including:

- School Nurse (dependent on appointment)
- Centre 33 Counselling (on appointment)
- Fully qualified first-Aid
- MACK Support

These services are contacted when necessary and appropriate, according to your child's needs.

### **How will we help your child's transition into secondary school and beyond?**

We liaise with our 'partner' primary schools and provide additional transition support if it is needed. The Learning Support Team meet students and parents of students transferring who may require additional visits. There is a full week of transition days for all students and additional visits for students who may be anxious regarding transition.

All children receive advice on careers and are encouraged to visit colleges to explore post-16 courses. If additional support is needed, this will be put in place.

### **Where can you get further information?**

- Contact the College on 01954 288944
- Look at the Local Authority SEN Local Offer via the College website: [www.astreacottenham.org](http://www.astreacottenham.org) or [www.cambridgeshire.gov.uk/send](http://www.cambridgeshire.gov.uk/send)
- Contact Cambridgeshire County Council on 0345 045 5200

REVIEWED BY: Susan Kean

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