

Sheen Mount Primary School - SEND Bulletin October 2020



Welcome



Hello and welcome to our first SEND bulletin. I will be sending a bulletin out to our families of children with SEND each month.

COMMUNICATION

Children with EHCPs

To minimise the risk of the spread of the virus we will not be using communication books with families of children with EHCPs for the foreseeable future. Instead, we would ask that you agree with your child's key adult/s the frequency of communication and the method - phone call, emails or a combination of the two. Parents can send communication emails to the school office - info@

Emailing the Inclusion Leader

As part of Jane McCabe's role, she will be monitoring and responding to emails sent to the

Senco@sheenmount.richmond.sch.uk address. I would like this email address to be used for operational information, such as a checking the date of a meeting. Jane will be monitoring this email address every afternoon. I can still be contacted on my usual ljeffery@ email address for anything other than operational matters. Thank you.

'HELLO AND GOODBYE ...'

As many of you know I have multiple roles in school and to help support me in my role as SENCo, I am pleased to announce that Jane McCabe has been appointed as my assistant.



At the end of the summer term we said goodbye to the following teaching assistants: Miss Willetts, Mrs Khan and Mr Gordon. They are off to either re-train or undertake further studies.

We are delighted to announce we were able to recruit a team of new teaching assistants, which was a challenge during COVID-19 restrictions. We would like to welcome Ms Douglas, Mr Woznicki, Ms Hazell, Mrs Sayyed and Mrs Sahani.

INTRODUCING OUR NEW THERAPISTS

I am pleased to introduce our new school assigned NHS speech and language therapist (SALT) and our new NHS occupational therapist (OT).



Elizabeth Douglas
(SALT)



Nicole Gurney
(OT)

ANNUAL REVIEW INFORMATION FOR CHILDREN WITH EHCPS

REVIEWS WILL BE VIRTUAL UNTIL FURTHER NOTICE

RECEPTION

If your child is currently in Reception, they will have a 6 month review meeting (this will take place 6 months from the date your child's plan was finalised) and an annual review meeting (a year or earlier than the date the EHCP was finalised). Professionals (SALT, OT) will generally only write reports for the **annual** review and not the 6 month review.

YEARS 2, 3, 4 AND 6

If your child is in Years 2, 3, 4 and 6 they will have their usual annual review meeting approximately a year or earlier than the date their plan was finalised. It is helpful to look back over your child's EHCP prior to the meeting in case there are some updates that we would like to include. If you need a soft copy of the EHCP please email the SENCO@ address and Jane McCabe will send it through to you. As last year you will be asked to complete the AR1 form where you record your views on your child's progress before the meeting. I will always invite the relevant therapists (SALT, OT, Physiotherapist) to join the meeting virtually. If you would like your child's EHCP case manager from AFC to attend please let me know.

YEARS 1 AND 5

Phase Transfer Review Meeting

For **Years 1 and 5** we will hold a **phase transfer meeting**. The purpose of this meeting is to update your child's EHCP ready for their next phase of education - for **Year 1** this is **Key Stage 2** (Years 3-6) and for **Year 5** it is **Key Stage 3** (Years 7-9). We will still gather your views on the AR1 form, but need to also allow time to go through the EHCP and update the document. An important part of this is **Section A** where we gather your child's voice and the voice of the family. Please email using the SENCO@ address if you would like a soft copy of your child's EHCP.

Part of the meeting is to set outcomes for the end of your child's next Key Stage. Therapy professionals (SALT, OT, Physio) will have written reports prior to the meeting outlining your child's:

- strengths
- needs
- provision
- outcomes for the end of the next key stage

for '**Communication and Interaction**' (SALT) and '**Sensory and Physical**' (OT/Physio). This updated advice feeds into the **draft amended EHCP** that will be issued. For the '**Cognition and Learning**' and '**Social, Emotional and Mental Health**' sections of the plan we update those together in the meeting. If the educational psychologist (EP) has been asked to contribute updated advice she will carry out her work prior to the annual review and her advice will also be added to the draft amended plan. Where the EP has not been asked for updated advice, or to attend the meeting, the school and family work together to devise outcomes - these can be quality assured by the EP afterwards via email and she can give guidance if we are struggling to write a particular outcome.