

1. How does The Hazeley Academy know if children need extra help?

We know a child needs help when:

- Concerns are raised by parents/carers, teaching staff, previous school(s).
- There is a lack of progress
- There is a change in the child's behaviour which impacts on learning

2. What should I do if I think my child has Special Educational Needs?

If you have any concerns regarding your child's progress or well-being, then please contact your child's form tutor, they are available by email or phone.

The next step may be a further meeting with the Special Educational Needs Co-ordinator (SENDCo)
Miss K Dallas

3. How will The Hazeley Academy support my child?

You will be kept informed about your child's progress and their support in the following ways:

- The class teacher will have overall responsibility for the planning and teaching of the curriculum for all students which is monitored by senior leaders throughout the Academy.
- Should your child require additional support they may be included in an intervention group. This may be run by a teacher or teaching assistant. The interventions are often planned in consultation with the SENDCo. The impact of interventions are measured and discussed at each Progress Report.
- Occasionally a child or family may need more specialist support from an outside agency. If the advice of a Specialist Teacher is required, parents'/guardians consent will initially be required. This will then trigger the involvement of the relevant Specialist Teacher. For other external agencies such as Educational Psychologists, Speech and Language Therapists, parents' consent will initially be required and a consultation appointment will be arranged. The involvement of external agencies and the co-ordination of meetings is part of the role of the SENDCo.
- If your child has a Special Educational Need or an Educational Care and Health Plan, then parents are invited to a Annual Reviews, Transition Reviews, as required. This process is co-ordinated by the SENDCo.
- The Governors of The Hazeley Academy are responsible for entrusting a named person to monitor Safeguarding and Child Protection procedures. The Governors ensure that the Academy is as inclusive as possible and treat all children and staff in an equitable way. They also monitor and review the Accessibility Plan and all other statutory policies defined by the DfE.

4. How will the curriculum be matched to my child's needs?

- All students are entitled to quality first teaching, adapted to students' individual needs to enable them to access the curriculum.
- Teachers and/or teaching assistants may be allocated to work with your child in the classroom or in a small group to target more specific needs.
- If appropriate, specialist equipment may be provided for your child.

5. How will I know how my child is doing?

- Your child will receive progress reports throughout the year.
- You will also be kept informed of your child's progress through Parent Consultations

- If we are concerned about your child's progress or well-being, then we will invite you in to the Academy for a chat so that together we can put in place strategies that will support your child at the Academy/home. This is often referred to as early intervention.

6. How will you support me to help my child?

- The class teachers may suggest ways of supporting your child's learning at home.
- The SENDCo may meet with you to suggest ways in which you can support your child at home. In addition, they will signpost you to other professionals for further advice/support.
- If external agencies are involved with your child, then a report is usually provided with recommendations that can be used at home as well as in the Academy.

7. What specialist services are available at The Hazeley Academy or can be accessed by the Academy?

- Educational Psychologists
- Speech and language therapists
- Specialist teachers of communication and interaction, cognition and learning, sensory impairment, mental and emotional health.
- Children and Family Practices
- Young Family Practices
- Social Services
- SEND local authority case workers
- Physiotherapists and occupational therapists

8. What training has been provided for the staff supporting children with SEND?

- All staff receive access to regular training related to special educational needs and disabilities.
- Our SENDCo has completed the National award of SENDCO standards.
- Access to local authority training as appropriate.

9. How will my child be included in activities outside the classroom? Activities and school trips are available to all.

- Risk assessments are carried out and procedures put in place to enable all children to participate at the Academy's discretion and with consultation of parent/ carers.

10. How accessible is the Academy environment? At The Hazeley Academy we are happy to discuss individual access requirements and make reasonable adjustments to meet these needs.

We have an up to date Accessibility Plan Facilities at present include:-

- Ramps into the Academy to make the building accessible to all.
- Lifts within the Academy
- Disabled toilets

11. How will my child be prepared and supported during the transition to and from The Hazeley Academy?

At The Hazeley Academy we understand that moving school or provision can be quite a challenging time for some students and puts a number of strategies in place to make the transition as smooth as possible.

These include:

- Meetings between previous school settings and the Academy
- The SENDCo and Progress Leaders make visits to our Primary feeder schools.
- Additional visits for individual families and students with Additional Educational Needs as well as the Academy's usual induction procedures.
- A Transition Programme operates between our schools and their main receiving Primary Schools. Arrangements are made with any other local provision when it is deemed necessary. These may include tours for students, induction morning or afternoon sessions, transition books, tours for individual families, meetings with the receiving SENDCo and staff visits.

12. How are the Academy's resources allocated and matched to children's SEND?

- The SEND Budget is allocated each financial year to support additional needs throughout the Academy. The money is used to provide additional resources or support, dependent on need. Support for individual children would be decided upon after discussion held with relevant parties.
- Specialist advice/support may be sought in to support individual children as appropriate.

13. How is the decision made about how much support a child will receive?

- When students first join the Academy, additional support is allocated according to the information provided by the previous education setting and external agencies as appropriate, for students with Additional Educational Needs. Students with an Educational Care and Health plan will be allocated appropriate resources as specified. The class teachers and SENDCo will then carefully monitor progress through the Progress Reports.
- During their Academy life, if further concerns are identified due to the student's lack of progress or well-being, the class teachers, progress leader together with the SENDCo, will adjust the level of support accordingly.
- The support allocated for each student will be shared with all relevant parties as appropriate

14. Who can I contact for further information?

If you wish to discuss your child's education further or are unhappy with level of support related to their area of need please contact:-

- Miss K Dallas – SENDCo
- Miss T Whiteman – Senior Deputy Principal
- Mr Nelson – Principal
- Ms R Howell - Chair of Governors

We hope these have answered any queries you may have but do not hesitate to contact the Academy if you have further questions.

Enquiries@thehazeleyacademy.com

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