



# **Manor Farm Community Infant School**

**Rose Avenue, Hazlemere, High Wycombe, Buckinghamshire, HP15 7PH**

**Headteacher: Mrs. Janice Woodhead**



School motto: 'Together We Grow'.

## **Annual report on Special Educational Needs 2022-2023**

*At Manor Farm Community Infant School we support all pupils to achieve their potential in a loving, caring and supportive environment.*

### **Identification**

At Manor Farm Infant School we individually assess and monitor the educational needs of every pupil. We provide for those needs as effectively as possible, referring to specialist help, both internally and from outside agencies, whenever necessary. We aim to identify those pupils who are not making appropriate progress as early as possible and make provision for them accordingly. Each half term teachers, SENDCo and the headteacher meet to review children's levels and discuss any children falling behind and the support put in place. Pupils may also be identified by parents and school staff through observation, on-going formative assessment and by tracking pupil progress through data analysis. The barriers to the learning of these pupils may be in the form of physical or sensory issues; social, emotional or mental health factors; cognitive needs or relating to their communication and interaction. We believe that parental involvement is essential at all stages and the school aims to encourage parents/ carers as partners in the learning process. The school aims to promote a happy, caring and secure environment enabling children to achieve their full potential academically, as individuals and as part of society.

### **Provision**

We believe that quality first teaching is of paramount importance for all pupils. We implement a curriculum of work based on the "small steps to learning" philosophy which encourages children with special needs to develop a growing confidence in their abilities, believing they can succeed. Teachers implemented a differentiated curriculum and this is accessed by all pupils including those with special educational needs. Teachers plan work carefully - differentiating input, support, task, and outcome, as appropriate, to meet the needs of every member of the class.

Teachers differentiate according to pupil needs and using the 'Ordinarily Available Provision' document where appropriate. This may take the following forms:

- modification of language/questioning to pupils
- use of visual clues to support visual learners; visual timetables
- pre-teaching of vocabulary or concepts
- differentiated tasks and work
- adult intervention

Monitoring and assessment of progress are carried out regularly. If there are still concerns over a pupil's progress, then additional provision or interventions may be introduced. These may take the form of individual or small group support, or specific programs to address a need. An example of a

specific program to support children with emotional and social development is our ELSA group to address issues and concerns in this area.

At this stage pupils are usually entered onto a register of SEND and would have a Support Plan in place. SMART targets (Specific, Measurable, Achievable, Realistic, Time related) are set up and these are reviewed every term using the Graduated Approach (Assess, Plan, Do, Review). During this process parents/ careers are spoken to and given copies of the targets. Children are involved with reviewing their targets at a level to suit their needs. This can be found on the support plan evaluations.

If during the review process sufficient progress has been made, then pupils may be taken off the register at this time.

If over time progress is still not as expected, then the advice of outside agencies may be sought, such as Educational Psychology, Speech and Language therapy, Occupational therapy, PRU or Specialist Teachers.

After implementation of suggestions from the above services, if there are still concerns over progress, then an application may be made to Buckinghamshire County Council for an assessment for Higher Needs Block Funding and/or an Education and Health Care Plan. If this is agreed, then targeted appropriate provision can be arranged for the pupil. An annual review will be held with parents, pupil, teaching staff and all professionals involved to assess progress and determine next steps.

### Physical provision for inclusion

Manor Farm Community Infant School is on 2 levels and wheelchair access is available to the hall and main reception areas. We have put in hand rails along steps to aid easy access for pupils and blocks to enable easy reach of hand basins. To enable inclusion on school walks and trips, some pupils may on occasions use a pushchair.

### Transition

Incoming Foundation Stage pupils are visited in their pre-school setting and also visit Manor Farm Community Infant School to meet their new class teachers and teaching assistants and to see their new working environment. For children with Special Educational Needs, further visits are encouraged and scrapbooks made with photos of key personnel and places.

At the end of KS1, the SENDCo liaises with the receiving Junior school SENDCo to pass on relevant information about pupils with Special Educational Needs. When children leave the school children's records are copied and a copy kept until the child is 25 years old.

### Training

During the last year appropriate staff have received training on the following:

- Recognising ADHD in girls
- Supporting children with autism in the classroom
- Step On Training
- Working with children with trauma training
- Speech and Language- 'Intensive interaction'

- Occupational therapy webinars- 'Sensory needs' and 'Supporting Sensory Needs in the Classroom.'
- How to implement the 'Ordinarily Available Provision' document effectively in the classroom.
- Training on supporting children with Down Syndrome

Staff training is given as required by needs of individual pupils.

### Outside agencies

This year we have worked with a variety of outside agencies to support pupils with Special Educational Needs. These have included:

Occupational Therapy  
 Speech and Language Therapy  
 Educational Psychologists  
 School Nurse  
 PRU  
 CAMHS  
 Down syndrome Specialist Teacher  
 Family Support Worker  
 Playworker

We work well with these groups providing the information they need and implementing the targets support that they suggest.

### Communication with parents

At Manor Farm Community Infant School we have an open door policy and parents are welcome to meet with class teachers or school SENDCo if they have any concerns about their child. It is helpful if an appointment can be pre-arranged so that all parties are prepared. Parents of pupils with SEND also receive copies of support plans once a term. Parents of pupils with an EHC Plan are invited to attend and to make contributions to annual reviews and MAPP meetings. In addition, parental consultation evenings are offered termly to all parents. A written school report is received at the end of each academic year. If there is a complaint about the support given for a child with SEN an appointment can be made to see the SENDCo or Headteacher so it can be discussed further. If it is still not resolved after this a parent/ career can speak to the schools SEN governor or the SEN officer at Buckinghamshire County Council.

### Governing Body

There is a named governor to represent SEND and they report to the whole Governing Body on the effectiveness of provision for SEND pupils.

SEND Governor – Mrs Wendy Terry

Email: @manorfarm-inf.bucks.sch.uk

### Personnel/key contacts

SENDCo – Mrs Kimberley Boyd Tel : 01494 814281

Email: senco@manorfarm-inf.bucks.sch.uk

Headteacher – Mrs Janice Woodhead Tel: 01494 814281  
Email: [headteacher@manorfarm-inf.bucks.sch.uk](mailto:headteacher@manorfarm-inf.bucks.sch.uk)

Link to Local Offer

Information for the Local Offer for Buckinghamshire is available at:

[www.bucksfamilyinfo.org/localoffer](http://www.bucksfamilyinfo.org/localoffer)

The local offer provides information and advice on Special Education Needs and Disability provision, both inside and outside the Local Authority. To contact Buckinghamshire County Council about the Local Offer call 0845 688 4944 or email: [familyinfo@buckscc.gov.uk](mailto:familyinfo@buckscc.gov.uk)

This report is written in conjunction with the SEN Policy which can be found on our school website.

Telephone / Fax: 01494 814281; email: [admin@manorfarm-inf.bucks.sch.uk](mailto:admin@manorfarm-inf.bucks.sch.uk)

Website: <http://www.manorfarm-inf.bucks.sch.uk>

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A member of Wycombe North Liaison Group – Buckinghamshire County Council