



This document has been created to inform parents and agencies working with SEND pupils about the SEND provision in place at the Toynbee School.

All information provided is correct at the time of printing and will be reviewed on a yearly basis, at the end of every academic school year.

A glossary is available for all underlined words at the end of this document.

The Hampshire Local Offer is available at
http://www.hantslocaloffer.info/en/Main_Page



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Primary School Links

My Child	Toynbee School
<ul style="list-style-type: none"> My child is in year 6 and has Special needs: 	<ul style="list-style-type: none"> If your child has a <u>Statement of Education or EHC Plan</u>, or very complex needs, come and speak to the Toynbee School <u>SENCO</u>, Mrs Hill. We advise you to visit the school. Your child's primary school should invite Mrs Hill to the Year 6 <u>Annual Review</u> and to any <u>IPA</u> meeting before transfer to the Toynbee School. In the Summer term of year 6, Mrs Hill should be invited by the SENCO, at your child's school and <u>SEND</u> information about your child should be passed on to her. Your child will be invited to visit the Toynbee School a week before <u>Induction Day</u>. One or more visits can be agreed on between schools according to your child's need. You will meet the SENCO on Induction Evening at The Toynbee School.
<ul style="list-style-type: none"> My child is on the <u>SEND register</u> in year 6: 	<ul style="list-style-type: none"> The primary school SENCO should inform Mrs Hill whether your child still has SEND needs by the end of year 6. If your child has made great improvement, s/he will be off the register by the beginning of year 7. If your child's needs are still present by the end of year 6, your child will automatically be on the SEND register in Year 7. The SEND register is reviewed twice a year. When your child needs are above the criteria set by Hampshire Authority, s/he will be removed from the register. The description of his/her needs, though, will still remain in the <u>School Directory</u> throughout their time at the Toynbee School.
<ul style="list-style-type: none"> My child is in year 6 and has access to <u>Outside Agencies</u>: 	<ul style="list-style-type: none"> <u>Specialist Teacher Advisory Service</u> will carry on working with your child at Toynbee School. <u>Education Psychology services</u> will carry on if your child still requires their input. <u>CAMHS</u> will carry on working with your child at Toynbee School. <u>Primary Behaviour Support Team</u> will stop in year 6 but will oversee transition during year 7. <u>Occupational and Speech Therapy</u> will stop in year 6 but will oversee transition at the start of year 7.



School transition

My Child	Toynbee School
<ul style="list-style-type: none"> My child with SEND is starting Toynbee School in year 7: 	<ul style="list-style-type: none"> Your child's need is recorded in the School Directory. All teachers and support staff have access to this. If your child has complex needs, a more detailed document will be given to teachers. For the first two weeks, your child's class has support from LSAs and older pupils to help settle your child quickly. In the first weeks, your child will take a reading and spelling test, and may be tested further to assess other needs. All results will be sent to teaching staff. Your child's <u>Personal Information Plan</u> will be passed on to all his/her teachers and LSAs. A copy will be sent home.
<ul style="list-style-type: none"> My child with SEND is starting Toynbee School but not at the start of year 7: 	<ul style="list-style-type: none"> Your child's needs will be added to the <u>School Directory</u> and passed on to staff. Your child may also be added to the SEND register, if his/her needs meet the Hampshire guidelines. The SEND register is reviewed twice a year. When your child needs are above the criteria set by Hampshire Authority, s/he will be removed from the SEND register. The description of his/her needs, though, will still remain in the <u>School Directory</u> throughout their time at the Toynbee School. Your child will take a reading and spelling test, as well as other tests if necessary, as soon as possible. The results will be passed on to teachers. Your child's previous school should send over important documents or information about your child. Please bring any information about your child's SEND to Toynbee School to speed up the transition.
<ul style="list-style-type: none"> My child with SEND is leaving Toynbee School: 	<ul style="list-style-type: none"> Your child's SEND information will be passed on to his/her next school. If your child is moving to college, Toynbee School will keep their records until your child is 37. After that date, all records will be shredded. If your child moves Secondary school, Toynbee school will send records and documents to the new school.



SEND at Toynbee

My Child	Toynbee School
<ul style="list-style-type: none"> How does Toynbee school help my child with special needs? 	<ul style="list-style-type: none"> At the Toynbee School, we currently have pupils with the following needs on our SEND Register: Learning difficulties, Speech and Language difficulties, ASC, Specific learning difficulties, Physical difficulties and medical needs, Sensory difficulties, Hearing impaired, visually impaired and social, emotional and mental health needs. Whatever the need of pupils, we work with parents, teachers, support staff and at times <u>outside agencies</u> to accommodate pupils' needs so that they can access the curriculum, including trips and after school clubs. All teachers read about pupils' needs in the <u>School Directory</u> in September. More information is available for pupils with greater needs than others on their, <u>Personal Information Plans</u>. Teaching and support staff receive training on SEND to keep up or improve their ways of dealing with SEND matters. Training varies every year according to identified training needs of teaching and support staff. The staff planner has explicit guidelines, providing teachers with differentiation techniques. All teachers have the duty to adapt their lessons so that your child can access the work. Teachers are regularly observed by the Senior Leadership Team to make sure that good practice is in place. A team of Learning Support Assistants is deployed in the curriculum to help pupils with SEND, especially for pupils with an <u>EHCP</u>. When there are a number of pupils requiring help in the same class, the LSAs help each pupil in turn. The SEND department offers a range of <u>intervention programmes</u> to address the varied needs of pupils. These include, for example, reading and spelling programmes, numeracy programmes, Group work for self-esteem, nurture, social skills and anger and anxiety management. Pupils are selected for these programmes according to their needs.



- All pupils on SEND register are tracked in all their subjects by the SENCO at least three times a year.
- A homework club runs Monday to Thursday from 3 to 4pm. A team of LSAs help pupils organising and completing their homework.
- Before the year 11 exams, SEND pupils are tested to see whether they can get help with their exams. Some pupils receive access to a reader or extra time for example.
- Word processors including ipads are available to help students as per our word processing policy.
- The medical room officers keep medicines in locked cupboard, including insulin, epipens and inhalers. Pupils can come to the medical room when necessary to take medicines. When pupils are too unwell to stay in school, parents are contacted to arrange picking up.
- Our school site remains open throughout the day. The school site is maintained in order to make sure it is safe for our visually impaired pupils. There are steps to go in and out of the buildings and some lessons are on the first floor of the building. We have disabled parking bays as well as disabled toilet and changing room. Arrangements and adjustments can be made if a pupil requires use of a wheel chair.
- Trips and clubs are open to all pupils. At Toynbee School, we always endeavour to be as inclusive as we possibly can. For trips, if necessary, individual risk assessments are put in place and extra one to one support provided. Health and safety of all pupils on trips is taken into account before a final decision is taken.
- The Toynbee School has one governor responsible for SEND. The SEND policy is drafted and approved by governors. They keep aware of SEND matters by visiting the school. The SEND policy can be found on the School website at www.toynbee.hants.sch.uk.
- The SENCO produces a yearly report to the governors about the progress of SEND pupils.



SEND at Toynbee continued

<ul style="list-style-type: none">• My child is struggling but has never been diagnosed:	<ul style="list-style-type: none">• If you have any worries about your child, you can raise your concerns by contacting Mrs Hill on 02380 269026 or email e.hill@toynbee.hants.sch.uk• We can investigate the needs of pupils and have a range of tests available as well as access to external agencies. There is a waiting list for such testing. In order to proceed with testing, we request your approval first and contact you for a meeting upon results.• For a formal diagnosis, you will be advised to either contact a private organisation, or go through NHS. Mrs Hill can help put referrals to these agencies together.
<ul style="list-style-type: none">• My child is very anxious:	<ul style="list-style-type: none">• Your first point of contact should be your child's Guidance Manager.• If necessary, anxious pupils can have a visual timetable to help them walk around school.• To help them cope with difficult situations, they can have a social story to help them understand in simple words and pictures what is going to happen at the start of the school year or on a trip for example.• Anxious pupils can spend break time and lunch time in learning support. This is a social opportunity for pupils to make new friends. They can also visit at the start and end of the day.• When pupils find it difficult to queue for food at the canteen, they can get a lunch pass to jump the queue.



Parental involvement

My Child	Toynbee School
<ul style="list-style-type: none"> My child has SEND. How can I help? 	<ul style="list-style-type: none"> As a parent, you know your child best. If your child is new to Toynbee School, please contact the school on 02380 269026 or email e.hill@toynbee.hants.sch.uk to discuss your child's needs. If your child ever worries about school, a subject or is struggling at school, please speak to your child's <u>Guidance Manager</u>, Progress Director or Mrs Hill (SENCO). You can also email the school. admin@toynbee.hants.sch.uk You can help your child with homework by making sure they understand what they have to do and checking that they keep to deadlines. You can help with organisation by making sure your child has the correct equipment and uniform before getting to school. You can help with Reading and Maths by regularly encouraging reading books as well as playing number games or revisiting times tables at home.
<ul style="list-style-type: none"> My child has SEND. How will I get involved in school? 	<ul style="list-style-type: none"> If your child has an <u>EHCP</u>, a member of Toynbee staff should be invited to your child's last <u>Annual Review</u> in year 6. This will be our first meeting. Before the start of year 7, you will be invited to complete a personal information plan at Toynbee School. You will be invited to come for the personal information plan review and for the <u>Annual Review</u> as well. One parents' evening a year will give you the opportunity to discuss your child's needs with individual teachers. In year 7, a tutor evening will give you the opportunity to meet your child tutor and the SENCO. In addition to the above, you may be invited to discuss your child with the SENCO at school or via email or telephone.
<ul style="list-style-type: none"> My child has SEND. How do I voice my concerns? 	<ul style="list-style-type: none"> Should you have any concerns, please contact the school on 02380 269 026 or email at e.hill@toynbee.hants.sch.uk Should you have a formal complaint, please look at the school website for the link or alternatively ask for a form at the school reception.



VI resourced provision

My child	Toynbee School
<ul style="list-style-type: none">• My child has an EHCP for a visual impairment as their primary need:	<ul style="list-style-type: none">• Toynbee has a specialist Resourced Provision for visually impaired pupils.• Mrs Gail Taylor is the manager of the provision with <u>QTVI status</u>.• Mrs Nicola Page is the deputy manager.• Currently the team comprises of LSAs, specifically trained in visual impairment, including a specialist technician and a HLTA.• 6 LSAs are qualified braillists.• We strongly advise you to come and visit our resourced provision from Year 2 onwards, as you will need to specify which secondary school you want by the Year 5 <u>Annual Review</u>.
<ul style="list-style-type: none">• My child has an EHCP for a visual impairment as their primary need and I would like to know more about the provision and find out whether they are meeting the County Council criteria for admission:	<ul style="list-style-type: none">• You are invited to contact Mrs Taylor on 02380 274 266.• Further information can be gained from visiting the link to the resourced provision on the Toynbee School website at www.toynbee.hants.sch.uk



Glossary

Annual Review	A meeting held once a year for pupils with an EHCP to discuss their needs, progress and targets. Parents, pupils and all adults working with the child outside of school are invited to contribute to this meeting
Primary Behaviour Support Team	A service available to pupils with challenging behaviour at Primary school
CAMHS	Child and Adult Mental Health Services- an NHS service
EHCP	An official document listing the pupil's needs and targets. Only pupils with severe needs have an EHCP. Most SEND pupils' needs are met without the need for an EHCP.
Educational Psychology services	A team of trained psychologists who come to school for advice and training purposes
Induction Day	A school day when year 6 pupils come to Toynbee school as part of their transition.
Intervention programme	Sessions within school offered to pupils when their needs are beyond those of others. Programmes vary from reading, spelling, social skills, speech and language, anger management and counselling. These are delivered by trained teachers and trained LSAs
LSA	Learning Support Assistant- a professional helper employed to differentiate work in class and boost pupils' progress and understanding.
Occupational and speech therapy	A service offered by the local authority for pupils with physical or language needs
Outside agencies	Terms referring to any service outside school, which pupils have access to, for example a specialist teacher adviser for the Visually Impaired (STAVI) or an educational psychologist
Personal Information Plan	A document about your child's needs and their targets
QTVI	Qualified teacher of the visually impaired
School Directory	A document, created by SENCO, listing all needs of pupils in school with practical advice for teachers
SENCO	Special educational needs coordinator- person responsible for pupils on SEND register
SEND	Special Educational Needs and Disability - a term referring to pupils with greater needs than others and requires for special educational provision to be made



Glossary continued

SEND register	Special educational needs difficulties register- an up to date list of all pupils whose needs are greater than others and who require extra help in school
Specialist teacher advisory service	A service offered by the local authority for pupils who are deaf or hearing impaired, have a visual impairment, have a physical disability or who have speech, language and communication needs.