

# Bunbury Aldersey C.E. Primary School

## Special Educational Needs and Disability Information School Report



Bunbury Aldersey C.E.  
Primary School





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<b>Name of Setting</b>	<b>Bunbury Aldersey C.E. Primary School</b>
<b>Type of Setting</b> <i>(tick all that apply)</i>	<input checked="" type="checkbox"/> Mainstream <input type="checkbox"/> Resourced Provision <input type="checkbox"/> Special <input checked="" type="checkbox"/> Early Years <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Post-16 <input type="checkbox"/> Post-18 <input type="checkbox"/> Maintained <input type="checkbox"/> Academy <input type="checkbox"/> Free School <input type="checkbox"/> Independent/Non-Maintained/Private <input type="checkbox"/> Other (Please Specify) <input type="text"/>
<b>Specific Age range</b>	2-11 years
<b>Number of places</b>	30 per year group
<b>Which types of special educational need do you cater for?</b> <i>(IRR)</i>	<input checked="" type="checkbox"/> We are an inclusive mainstream setting catering for children and young people with a wide range of needs who are able to demonstrate capacity for accessing the mainstream curriculum with differentiation and support. <input type="checkbox"/> We are an inclusive setting that offers a specialism/specialisms in <input type="text"/>

Each section provides answers to questions from the Parent/Carer's Point of View. The questions have been developed using examples from Pathfinder authorities, such as the SE7 Pathfinder Partnership, in conjunction with questions from Cheshire East parent carers.

The requirements for the SEN Information Report have been incorporated into this document, based on the latest draft version of *the Special Educational Needs (Information) Regulations* (correct as of May 2014). Questions providing information required as part of the Information Report Regulations are shown using the letters **IRR** (Information Report Regulations).



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## Identification

### How will you know if my child or young person needs extra help? *(IRR)*

As a school team we use our wide range of experience to help us identify those pupils who may need extra help. We consider the whole child and will look at a child's learning, social and emotional well-being and any changes in their behaviour.

To make sure we identify those pupils as soon as possible, we have different ways of sharing information and concerns.

These include:

- Regular informal/formal discussions with the Class Teacher, Special Educational Needs Coordinator (SENCo/Deputy SENCo), Principal and Executive Head Teacher about pupil's progress in each class, during which we identify any pupils who are not making expected progress.
- As a staff we share any concerns about progress or concerns about a pupil's general well being.
- Talking to parents and listening to their concerns or worries.
- Talking to the pupil and listening if they say they need extra help or have worries.
- Liaison with any other professionals such as health professionals.
- Talking to any previous school or any prior education setting the pupil may have been at.

### What should I do if I think my child or young person needs extra help?

If you think your child needs extra help you should:

- Firstly, speak to the class teacher and make an appointment to speak to him / her. A **First Concerns Profile** may be developed detailing the child's strengths and current difficulties. Short term targets will be agreed and detail the support that will be put in place to achieve them
- The class teacher may consult with the Special Educational Needs Coordinator (SENCO/Deputy SENCO) to discuss concerns and help plan next steps where it is needed.

### Where can I find the setting/school's SEND policy and other related documents? *(IRR)*

- Please visit Bunbury Aldersey C.E. Primary School website at [www.bunburyaldersey.cheshire.sch.uk](http://www.bunburyaldersey.cheshire.sch.uk)
- The website provides you with all the relevant school policies and documents relating to the provision offered to our pupils.



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## Teaching, Learning and Support

### How will you teach and support my child or young person with SEND? *(IRR)*

- The school teaches pupils with Special Educational Needs and Disability (SEND) in accordance with the Cheshire East area wide offer ([www.cheshireeast.gov.uk/localoffer](http://www.cheshireeast.gov.uk/localoffer))
- We are an inclusive school and aim to provide a learning environment which will meet a wide range of different needs.
- In the school we have a wide range of expertise and skills, which support the teaching, learning and support for pupils with SEND across the school day.
- We adapt learning across the curriculum to meet individual needs. Sometimes a pupil will need a very personalised approach to learning across the school day; other pupils will need learning differentiated to meet their particular needs whilst still providing challenge.
- Planning for SEND pupils is done by the individual class teachers and includes quality first teaching.
- Parents of children with SEND needs are usually invited to meet for a **Special Educational Needs Support Meeting (SENS Support)** with the class teacher and SENCO/Deputy SENCO, three times a year to discuss provision and impact.
- Additional adults or key people are used flexibly across the school and may be in a class to support an individual or groups of pupils or may be supporting pupils during playtimes and lunchtimes. Our aim is to develop the pupil's independence across all areas of learning and the school day.
- The SENCO is a qualified Specialist Dyslexia Teacher who advises teaching staff on dyslexia friendly teaching approaches.

### How will the curriculum and learning environment be matched to my child or young person's needs? *(IRR)*

- As an inclusive school we all work within the school curriculum and we adapt the learning environment to ensure all pupils can access their learning at an appropriate level. This may mean that learning and the school environment is differentiated or personalised to meet specific needs and/or it may mean that specialist equipment or adaptations are put in place or that the learning is differentiated to account for individual specific needs.
- We seek professional advice from other agencies, such as the Cheshire East Autism Team, Speech and Language Team, Educational Psychologists and Mental Health Team to help us match the curriculum and learning environment to a pupil's needs.

### How are the setting, school, or college's resources allocated and matched to children or young people's needs?



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### Teaching, Learning and Support

- The Principal decides on the budget for special educational needs in consultation with the school governors.
- The Executive Head Teacher, Principal, Governors and the SENCO/Deputy SENCo, regularly review the special educational needs across the school and make changes if they are needed.
- Resources for pupils with special needs are, as far as possible, met from the school budget.
- The resources are allocated on a needs basis. Resources may be specialist equipment, additional adult support or outside agency support.
- Some pupils' needs may be very complex and they may need a key person at times across the school day.
- The Principal and Business Manager, strategically manage the SEND budget. The budget and its allocation is reviewed over the year to meet any changes in pupils' needs or resources available.
- Where a pupil's needs are more complex and it is felt that additional funding is needed to meet his or her needs, this will be discussed with parents at the regular review meetings and consideration will be given to making an application for an Education Health and Care Plan needs assessment. If parents agree then the school will work in partnership with parents to apply to the local authority for extra funding.

### How is the decision made about what type and how much support my child or young person will receive? Who will make the decision and on what basis? *(IRR)*

- When a pupil is first identified as requiring significant additional support, parents will be invited to meet with the class teacher and SENCO/Deputy SENCo. This is known as **Special Educational Needs Support**. The child is included on our SEND register after consultation with parents/carers.
- During the meeting the desired outcomes for the pupil will be discussed and how these will be achieved will be agreed. These will be recorded on an individual **Special Educational Needs Support Plan**.
- These will be shared with the pupil and his or her views will be included in the decision wherever possible.
- The school has a wide range of expertise and understanding about the type of support a pupil may need, if there are any differences of opinion about the support a pupil needs to achieve the agreed outcomes then additional expert help will be sought – for example from an Educational Psychologist – to support the decision.
- All resources, training and support are reviewed regularly and changes made as needed.

### How will equipment and facilities to support children and young people with SEND be secured? *(IRR)*

- If any specialist equipment or facilities are required then, where possible, this will be met from within the school budget, for example a writing slope and scribes for exams.



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### Teaching, Learning and Support

- Where specialist equipment or facilities are required that the school does not already have, then the school will review the equipment or facilities needed with the parent, pupil and any specialist agency, such as a teacher of the deaf or occupational therapist. This may then be met by the school budget or may form part of the provision within an Education, Health and Care Plan, for example specialist visual aids for a child with a visual impairment.
- Some specialist equipment can be secured on loan from specialist agencies.

### How will you and I know how my child or young person is doing and how will you help me to support their learning? *(IRR)*

- Your child's progress is monitored by the class teacher and it is formally reviewed by the Executive Head Teacher, Principal and SENCO/Deputy SENCO.
- The Class teacher, executive Head Teacher, Principal and SENCO/Deputy SENCO monitors the progress and support for pupils with special needs and if he/she is concerned about any aspect of your child's progress, they will contact you to discuss it.
- There are assessments which are statutory and you will receive results of these at the required time for example: EYFS (Early Years Foundation Stage) Baseline, Year 1 phonics screening and Year 2, 4 and 6 Statutory Assessment Tests.
- Pupils with SEND usually have 3 Special Education Needs Support Meetings each year. Parents, pupils, class teacher, SENCO/Deputy SENCO and outside agencies may be part of this process.
- Pupils with SEND will have 2 Parents meetings each year, linked to the school cycle of parents' evenings. Parents will be invited to meet the class teacher to review progress and plan next steps.
- Pupils with an Education Health and Care Plan will also have a Statutory Annual Review each year. This may be in addition to or be included within the termly meetings.
- If you are worried or have any concerns between meetings, then you are encouraged to speak to the class teacher or make an appointment to speak to the SENCO/Deputy SENCO
- If the teacher or SENCO/Deputy SENCO has any concerns or worries during the year, they will contact you, either directly face to face, by invitation or by a phone call.
- Some pupils and their parents benefit at times from a home/ school contact book particularly if the child travels to school on the school bus.
- When a pupil first comes to school or has perhaps had a challenging time, individual daily face-to-face feedback may be needed for a short time.
- All pupils receive an Annual Report in the summer term.



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## Teaching, Learning and Support

### How does the setting, school or college consult with and involve children and young people with SEND in planning and reviewing their education? *(IRR)*

- We encourage the active participation of pupils in all aspects of their learning.
- We have a Pupil voice (School Council) which meets regularly.
- Pupils complete daily 'Green for Growth' responding to an aspect of the work the teacher has highlighted for development.
- Through our marking policy we identify areas of progress and areas that need further development.
- We talk individually to pupils about their learning and plan next steps with them. A child recorded on the School SEN Register will have an individual SEN Support Plan/EHCP Implementation Plan. These plans are reviewed termly including seeking the child's view.
- In preparation for a child's EHCP Annual Review the pupil's ideas and thoughts about the year are recorded. The pupil may be invited to share in part of the Annual Review meeting.
- We ask pupils about their learning and how they learn best, which is often key to reaching the learning outcomes that have been agreed.

### How does the setting/school/college assess and evaluate the effectiveness and sufficiency of its arrangements and provision for children and young people with SEND? *(IRR)*

- The Executive Head Teacher, Principal, SEND Governor and SENCO/Deputy SENCo review the provision and effectiveness for SEND on a regular basis and adapt the provision as required.
- The success of any intervention or support programme is monitored, to ensure that they are both effective and good value for money.
- The school SENCO/Deputy SENCo attends local SENCo cluster meetings to reflect on the effectiveness of provision and to share ideas.
- The SEND Governor maintains an overview of the school's provision through liaison with the SENCO/Deputy SENCO.
- The SENCO/Deputy SENCO reports termly to the Governing body.





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### Keeping Students Safe and Supporting Their Wellbeing

#### How do you ensure that my child or young person stays safe outside of the classroom?

- We follow the school's safeguarding policy. ([www.bunburyaldersey.cheshire.sch.uk](http://www.bunburyaldersey.cheshire.sch.uk))
- We aim to include all pupils in all aspects of the school day and the curriculum wherever possible. Some pupil's need a more personalised approach and need extra support at different times of the day. To ensure they stay safe and support their well being we may, for example, at playtimes provide an alternative quiet space to the playground or at lunch time provide a quieter place than the school hall to eat their dinner.
- Some pupils will have more complex difficulties or medical needs and may need a named key person outside the classroom; this may include a personalised meet and greet session each day and a debrief at the end of the day.
- We carry out risk assessments for all off site activities and residential visits. If we feel a pupil needs extra support to ensure his or her safety and well being, we will carry out an individual risk assessment, which we will share and discuss with parents. This may then mean, for example, an extra named person is included on the trip.
- There is always a first aider included as part of the staff team for all off site activities.

#### What pastoral support is available to support my child or young person's overall well-being?

- Our school is a nurturing school and all staff are part of the pastoral support system.
- We understand that pupils with SEND can face many challenges which may impact on their overall well-being and they may need extra pastoral support. After discussion with the pupil and parents we may name a key person to add an extra point of contact and individual support.
- Developing friendships can be challenging and to support this we offer a range of different social skills activities, which are often personalised to meet individual needs.





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### Keeping Students Safe and Supporting Their Wellbeing

- We are mindful that it can be challenging for brothers and sisters of pupils with a special need and where needed will give opportunities for them to have a 'time to talk' with a key adult and be sensitive to their needs as well.
- We do not tolerate bullying in our school and we follow our school policy (see Behaviour in Schools Policy and Procedure at: [www.bunburyaldersey.cheshire.sch.uk](http://www.bunburyaldersey.cheshire.sch.uk))
- Referrals to outside agencies such as the Emotionally Healthy Schools Team may be suggested.
- We employ a Social Skills Coach to support individual pupils each week.

### How will the setting, school or college manage my child or young person's medicine or personal care needs?

- The school has an Medical Needs Policy and Procedure which can be accessed on the school website: [www.bunburyaldersey.cheshire.sch.uk](http://www.bunburyaldersey.cheshire.sch.uk)
- If medication is prescribed by a Doctor a request form must be completed at Reception and a member of staff will administer it.
- We work closely with the School Nurse and if medication needs to be taken over time in school, then after discussion with the school nurse, parents and staff a plan is agreed and put in place.
- We have yearly training on the administration of Epi pens and would seek any extra training needed to address any other specific needs that a pupil may have.
- We update staff on any medical conditions affecting individual pupils at staff meetings so that all staff are aware of their particular needs.
- If a pupil needs any personal care then a Personal Care Plan/Intimate Care Plan will be developed with the support of parents and medical professionals, such as the Continence Service. Where possible the pupil's views will also be shared.
- We consider and review all personal hygiene plans to ensure we respect a pupil's privacy and dignity.
- We would ask parents to inform school if a pupil has time off for medical appointments and we will record this absence as 'medical'.
- We have trained First aiders whose training is regularly updated. There are lists of First Aiders posted throughout the school.
- There is always a first aider included as part of the staff team for all off site activities.

### What support is available to assist with my child or young person's emotional and social development? *(IRR)*

- Our school ethos is to nurture all pupils.
- We have a strong Relationships, Sex and Health Education curriculum.
- The class teacher has overall responsibility for the pupils in their class; sometimes a pupil with special needs may need extra support and a key person or mentor may be chosen to fulfil this role.



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### Keeping Students Safe and Supporting Their Wellbeing

- We seek advice from other agencies such as Mental Health Team, Child and Adolescent Mental Health Service (CAMHS) and Cheshire East Autism Team.
- Where a child needs extra help developing their emotional and social skills we may put in support such as: social skills group, reflection time, quiet time, daily meet and greet, personalised learning, buddy system.
- Interventions such as Friendship Terrace, Cool Connections, Resilient Classroom, Volcano in my Tummy and Hidden Chimp may be recommended.

### What support is there for behaviour, avoiding exclusions and increasing attendance?

- We have a positive approach to supporting and developing good behaviour.
- We support the pupils behaviour with the Anti Bullying Programme, Kiva.
- Our good Behaviour in Schools Policy and Procedure can be found on our website: [www.bunburyaldersey.cheshire.sch.uk](http://www.bunburyaldersey.cheshire.sch.uk)
- We recognise that challenging behaviour is not necessarily a special educational need, but we also recognise that some SEN pupils' behaviour may need extra support and understanding. Parents are involved in identifying and discussing specific issues and an individual behaviour plan may be written to identify support and set targets.
- If there is a risk of exclusion, parents are fully included in all aspects of the process and outside agencies will be contacted for advice (See school Behaviour Policy and Procedure at: [www.bunburyaldersey.cheshire.sch.uk](http://www.bunburyaldersey.cheshire.sch.uk))
- Attendance is monitored daily. Where a pupil with special education needs has poor attendance we would seek to discuss this with the parent and where possible seek advice from the School Attendance Service (See Attendance Policy and Procedure at [www.bunburyaldersey.cheshire.sch.uk](http://www.bunburyaldersey.cheshire.sch.uk))



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## Working Together & Roles

### What is the role of my child or young person's class teacher?

The role of the class teacher is:

- To deliver quality first teaching and adapt it to meet individual pupil's needs.
- To check progress across the year and identify where additional help or support may be needed. (First Concerns).
- To discuss with the SENCO/Deputy SENCO any extra additional help your child may need (SEN Support).
- To complete an SEN Support Plan for individual children.
- To plan with any additional adults or key people the implementation of any extra support or intervention (SEN Support).
- To listen to specialist advice such as Cheshire East Autism Team(CEAT) and adapt teaching and learning as advised.
- To be the first point of contact for parents. (First Concerns)
- Has overall responsibility for pupils' learning and their day-to-day well being in school.
- To ensure the School's SEND policy is followed in their classroom.

### Who else has a role in my child or young person's education?

- The Executive Head Teacher
- The Principal
- SEND Governor
- The SENCo/Deputy SENCo
- Key worker or a Learning Support Assistant may have a role depending on the pupil's needs at the time. Pupils may work with different adults throughout the day.
- Outside agencies may have a role, for example Speech and Language Therapist, Cheshire East Autism Team, Educational Psychologist, Physiotherapist, School Nurse, Continence Nurse and Community Paediatrician.

### How does the setting, school or college ensure that information about a child's SEND or EHC plan is shared and understood by teachers and all relevant staff who come into contact with that child?

- The SENCO/Deputy SENCO shares the information about a child's area/s of need with key staff.
- The class teacher is responsible for completing and updating a child's SEN Support Plan or EHCP Implementation Plan. These plans are



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### Working Together & Roles

shared electronically between the Principal, SENCo/Deputy SENCo, Pastoral Manager and Class Teacher.

- Staff are regularly updated about any significant changes to provision through staff meetings and through formal and informal discussions.
- Each child with an Education, Health and Care Plan has an EHCP Implementation Plan to help support and explain the child's needs, interests and strengths.
- Staff may be invited to whole school SEND training.

### What expertise is available in the setting, school or college in relation to SEND? *(IRR)*

The school has a wide range of expertise and skills to support pupils with SEND. These include:

- A SENCO with the Nationally accredited SENCO award.
- A Deputy SENCo working towards the Nationally accredited SENCo award
- A SENCO with Dyslexia Teacher Qualification. The Specialist Dyslexia Teacher may advise class teachers on best practice.
- All our teachers hold qualified teacher status.
- Staff receive regular training on how best to support our pupils with SEND, for example SEND Graduated Approach, dyslexia, autism, Mental Health and speech and language.
- The school SENCO/Deputy SENCo has regular contact with SENCO colleagues at local SENCO cluster group meetings, which are well-established and meet regularly to share and build on expertise across the Partnership and in school.
- The SENCO/Deputy SENCO attends termly training provided by the Local Authority SEND Team.

### Which other services do you access to provide for and support pupils and students with SEND (including health, therapy and social care services)? *(IRR)*

SEND provision at Bunbury Aldersey C.E. Primary School is supported by:

- Local SENCO cluster meetings each half term to share expertise and knowledge.
- Training provided termly by Local Authority SEND Team.
- Educational psychologists cluster meetings are held half termly.
- Cheshire East Autism Team cluster meetings are held half termly.



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### Working Together & Roles

Support and advice is sought and implemented from external agencies to ensure any barriers to success are identified and responded to. These include the:

- Educational Psychologist
- Cheshire East Autism Team
- Child and Adolescent Mental Health Services (CAMHS)
- School Nurse
- Continence Team
- Medical services such as the Community Paediatrician, occupational health and physiotherapy.
- Speech and Language Therapy Team
- Emotionally Healthy Schools Team
- Medical Needs Team.
- Social Skills Coach
- Social Care
- GP's

### Who would be my first point of contact if I want to discuss something?

- The first point of contact is the class teacher
- Secondly, you can contact the SENCo/Deputy SENCo – Mrs. J. Cliffe. An appointment can be made through the school office.

### • Who is the SEN Coordinator and how can I contact them? (IRR)

- The SENCO is Mrs J. Cliffe. The Deputy SENCo is Mrs E. Ehlen/ An appointment can be made through the school office.

### What roles do have your governors have? And what does the SEN governor do?

- The school governors have responsibility for ensuring the quality of provision across the school. There is a designated governor for SEND, and there are regular meetings between the SEND governor and SENCO/Deputy SENCO, to ensure that all pupils, including those with a special need or who are looked after, make progress.
- The SEND Governor is Betony Burrows



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### Working Together & Roles

- The Cared for Children Governor is Betony Burrows

### How will my child or young person be supported to have a voice in school? *(IRR)*

Pupil voice is very important and valued in our school.

- We have a School Council.
- We formally record the pupil's thoughts before a child's SEN Support Review Meeting and EHCP Annual Review Meeting.
- Where possible we invite pupils to come into the SEN Support Meetings and EHCP Annual Review Meeting so they can share their ideas and viewpoint.
- Pupil view is recorded on a pupils individual SEN Support Plan.
- Pupil questionnaires are completed annually.
- 

### What opportunities are there for parents to become involved in the school or to become governors?

We encourage parents to be actively involved in the school, for example by:

- Joining the Parent Council.
- Being a 'Parent helper' in class or as a volunteer reader
- Attending parent's evenings.
- Helping on trips.
- Newsletters keep parents in touch with events in school.
- Introductory Class meetings/Pre school visits detail how parents can support their child's learning and signposts events for the year.
- Parent governors sit on the governing body and when their term of office expires, details of how to stand are advertised in the school newsletter.
- Supporting celebration events such as Exhibition Days, Star Days, Harvest Festival, Christmas Performances, Easter Service, Christingle Service, School Fetes and Stay and Play sessions.

### What help and support is available for the family through the school? *(IRR)*

- The Executive Head Teacher, Principal, Governors, class teachers, teaching assistants and SENCO/Deputy SENCo provides support to parents as required.



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### Working Together & Roles

- If a parent wishes to talk to the SENCO/Deputy SENCO then an appointment should be made with the office.
- Our Pastoral Manager, Mrs Charlesworth is a primary point of contact for families.
- An Early Help Assessment may be established to provide wider family support.
- The school will signpost to organisations, such as Cheshire East Information Advice and Support (CEIAS):  
***<http://livewellservices.cheshireeast.gov.uk/services/1>***
- The school will signpost to Cheshire East Local offer for SEND as an information point for information and guidance:  
***<http://www.cheshireeast.gov.uk/localoffer>***
- If any of our pupils are entitled to transport to school we would liaise with parents, taxi drivers / escorts and the transport co-ordinator team on a regular basis.





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**Inclusion & Accessibility**

**How will my child or young person be included in activities outside the classroom, including trips? (IRR)**

- We aim to include all pupils in all aspects of the school inside and outside the classroom.
- Some pupils need a more personalised approach and need extra support for different activities outside the classroom.
- We carry out risk assessments for all off site activities and residential visits, to ensure that everybody's health and safety will not be compromised.
- If we feel a pupil needs extra support to ensure his or her safety and well being, we will carry out an individual risk assessment, which we will share and discuss with parents. This may then mean, for example, an extra named person is included on the trip or a more personalised approach to the activity or trip.
- If in the unlikely event that it is considered unsafe for a pupil to take part in an activity in school or out of school, then we will organise alternative activities for the pupil.

**How accessible is the setting/school/college environment?**

Is the building fully wheelchair accessible?

Details (if required)

Are disabled changing and toilet facilities available?

Details (if required)

Do you have parking areas for pick up and drop offs?

Details (if required)



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### Inclusion & Accessibility

Do you have disabled parking spaces for students (post-16 settings)?

Details (if required)

Not applicable

The school's Accessibility Policy and Plan can be found at. [www.bunburyaldersey.cheshire.sch.uk](http://www.bunburyaldersey.cheshire.sch.uk) Our practices and policy adhere to the Equality Act 2010.

Where translation is needed to support parents understanding of English, we will endeavour to support this through use of translation services.



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## Transition

### Who should I contact about my child/young person joining your school? *(IRR)*

Please contact our Principal via the office to make an appointment about your child joining our school.

- Please refer to our Admissions Policy and Procedure at: [www.bunburyaldersey.cheshire.sch.uk](http://www.bunburyaldersey.cheshire.sch.uk)

### How can parents arrange a visit to your school? What is involved?

- Parents are encouraged to visit the school and should ring the school office to make an appointment with the Principal and/or SENCO/Deputy SENCO.

### How will you prepare and support my child or young person to join your school and how will you support them to move on to the next stage, or move on to adult life? (as applicable for setting) *(IRR)*

Transition can be a difficult time for both your child and the family.

- If your child is moving to another school, we will:
  - Endeavour to contact the new school's SENCO/Deputy SENCO and share information about any special arrangements which have been in place to support your child's learning and inclusion.
  - We will transfer all records about your child as soon as possible.
- If your child is starting in EYFS (Early Years Foundation Stage)
  - We would welcome contact from you when you have formally indicated us as your first choice school.
- When we know your child is joining our school we may:
  - Visit the setting and may put in place extra visits with key workers.
  - Meet with you and anyone else who can help prepare and support your child's move to our school.
  - We will meet to discuss your child's needs and plan together how we can best meet your child's needs and make the transition to school successful.
  - We may decide together that we need an inclusion plan.
  - We aim to work in partnership with parents and any other agencies sharing information to ensure that your child's needs are identified and met during transition.
- If your child is moving to Year 7
  - The High school SENCO will visit our school to gather/share information
  - Where possible the High school SENCo will be involved in any Annual EHCP Reviews in Year 5 and Year 6.



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## Transition

- Extra visits may be arranged in consultation with your child, both schools and parents.
- We will meet with you and anyone else who can help prepare and support your child's move to the school.
- We will meet to discuss your child's needs and plan together how we can best meet your child's needs and make the transition to school successful.
- We aim to work in partnership with parents and any other agencies sharing information to ensure that your child's needs are identified and transition between schools is successful.
- We will transfer all records about your child as soon as possible.



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### Additional Information

#### What other support services are there who might help me and my family? *(IRR)*

Please look at Cheshire East's Local Offer for further information about the support services available to help you and your family  
[www.cheshireeast.gov.uk/localoffer](http://www.cheshireeast.gov.uk/localoffer)

Cheshire East Information and Advice and Support Service offer further support  
<http://www.ceias.cheshireeast.gov.uk/>

#### When was the above information updated, and when will it be reviewed?

This school report was updated January 2025.  
It will be reviewed in January 2026.

#### Where can I find the Cheshire East Local Offer? *(IRR)*

From 1<sup>st</sup> September 2014, the Cheshire East Local Offer can be found at [www.cheshireeast.gov.uk/localoffer](http://www.cheshireeast.gov.uk/localoffer)

#### What can I do if I am not happy with a decision or what is happening? *(IRR)*

If a parent is unhappy with the provision that we are making for their child, then you should initially approach the class teacher or the school Special Educational Needs Coordinator (SENCO/Deputy SENCO)  
If this does not resolve the problem, then the parent should speak to the Principal.  
If this does not resolve the problem, further contact should be made with the Chair of Governors (email: [chair@rcsat.cheshire.sch.uk](mailto:chair@rcsat.cheshire.sch.uk) ).  
If the parent still does not feel their complaint has been dealt with then we advise that they seek advice from Cheshire East Information and Advice Service.

<http://www.ceias.cheshireeast.gov.uk/>

Parents are advised that the school complaints policy is accessed through our website <http://www.bunburyaldersey.cheshire.sch.uk/>