

SEND Policy and Accessibility Plan 2016-17

Date Policy due to be reviewed: September 2017

Committee Responsible for Policy: Full Governing Body Committee

Special Educational Needs and Accessibility Policy 2016-17

Our SEND policy forms part of the Birmingham Local Offer for learners with Special Educational Needs or Disability (SEND) in accordance with the Special Educational Needs and Disability Code of Practice, January 2015. In accordance with the 0-25 SEND Code of Practice (2014), Hillcrest school has 'high aspirations and expectations for children and young people with SEND.

Underpinning this is the belief that

- All children and young people are entitled to an education that enables them to make progress so that they:
- achieve their best
- become confident individuals living fulfilling lives, and
- make a successful transition into adulthood, whether into employment, further or higher education or training

Background Information about the School and its Provision for Pupils with Special Educational Needs

Hillcrest is a school which is part of the Oaks Collegiate which is a group of schools based in South-West Birmingham

Over two-thirds of our pupils have minority ethnic heritage. Approximately 209 pupils speak English as an additional language. .

Our SEN profile as of September 2016 shows that we have 55 students identified as having SEND; one of these has an Education, Health and Care Plan and two other students are currently waiting for their draft EHC plans to be approved by SENAR.

- 71% of SEN students are identified as having SEN solely related to Cognition and Learning (MLD / SpLD)
- 4% are solely related to ASD
- 4% are solely related to medical issues
- 20% are solely related to Social, Emotional and Mental Health issues
- 4% are solely related to speech, language and communication needs.

SEND Department Staff

The SEND department is made up of;

SENCO – To be appointed to commence post in January 2017

Deputy Headteacher Inclusion – Steven Connor-Hemming (currently overseeing SEND provision)

Higher Level Teaching Assistant – Yvette Preston

Level 2 Teaching Assistants – Vicki Howes, Katie Hughes and Stephanie Delany (Maternity cover)

The SEND department work closely with the EAL Co-ordinator, Amy Jordan, works with both SEND and EAL students in and out of lessons.

The department works as a team, led by the SENCo. Each member of the team is responsible for meeting the identified needs of the individual pupils on the SEND list, in liaison with the subject teacher when a TA is supporting within the classroom. The SENCo and Teaching Assistants will also consult with colleagues regarding the needs of pupils who are not on the SEND list but who may be a concern to Teaching Staff.

As set out in the school's local offer, the SENCo aims to establish close working relationships between pupils, staff, parents and outside agencies so that pupils can be helped in a fully supportive and inclusive environment.

Objectives of the School's SEND Policy

The objectives of our policy are to:

- organise all our activities to ensure that all children are included in the life of the school
- work closely with parents, sharing information on children's progress and their individual needs
- continuously develop our ways of working to provide the highest quality of provision for all our pupils whether this be in quality first teaching, implemented by intervention programmes or support within the classroom.
- meet the requirements of the SEND 0-25 Code of Practice.
- facilitate a pupil's learning by employing a graduated response, plan, do, review. In identifying her individual needs and taking steps, co-operatively with other staff, to address those needs within the context of the National Curriculum, the school curriculum as a whole, taking account of the SEND 0-25 Code of Practice (2014)
- respond to particular pupils' needs flexibly according to the nature of their difficulties
- support pupils' learning without making them feel different or inferior to their peers
- enable each pupil to become an independent and confident learner.

This policy sets out how we intend to meet these objectives. The procedures we set out will be reviewed every year to ensure that we are doing all we can to meet the objectives. The school's provision for students with SEND is further set out in the school's Local Offer.

Roles and Responsibilities:

The Governing Body will:

- in co-operation with the head teacher, establish and publish the school's local offer and approach to provision for children with SEND
- establish the appropriate staffing and funding arrangements based on SEND need
- appoint a Governor with responsibility for SEND in the school to meet each term with the SENCo to review SEND provision, pupil progress and policy development in relation to national initiatives.
- maintain a general oversight of the school's SEND provision and its impact.

The Headteacher:

- has responsibility for the day-to-day management of all aspects of the school's work, including provision for children with SEND as detailed in the local offer should keep the governing body fully informed
- should work closely with the school's SEND co-ordinator or team.

The Special Educational Needs Co-ordinator (SENCo) is the Head of SEND and is responsible for the implementation of the SEND Policy.

The SENCo is responsible in particular for:

Pupils

- the day-to-day operation of the school's SEND Policy and for co-ordinating provision for pupils through a graduated response with special educational needs, particularly through Statements, Education and Health Care (EHC) plans, SEN Levels 1 and 2 and monitoring as detailed in the school's Local Offer.
- maintaining the school's SEND list and overseeing the records of all pupils with special educational needs as well as co-ordinating individual pupil profiles
- monitoring the progress of pupils with SEND and collating this information to share at College Progress Tracking meetings, SLT / RAG meetings and Governors meetings
- carrying out the assessments of pupils to ensure that pupils with SEND are identified and that progress is recorded.
- running the SEND Department and ensuring that the SEND policy is applied on a daily basis.
- assessing pupils for examination access arrangements
- decide whether to put forward pupils for statutory assessment, in consultation with parents/carers
- planning, preparing resources and monitoring the effectiveness of delivery of the KS3 Intervention programme.
- co-ordinating accessibility plan, risk assessment and provision for pupils with disabilities

Staff

- undertaking SEND Achievement Walks and work reviews and liaising with and advising other members of school staff
- preparing and delivering high quality SEND inset to staff as part of the whole school CPD programme
- monitoring the provision at classroom level for students with SEND
- managing provision and tracking data within the resources available
- liaising with College Learning Leaders and the school Intervention co-ordinator particularly regarding those pupils with social, emotional and mental health difficulties.
- managing and deploying the schools teaching assistants and ensuring that support is timetabled effectively.
- report on the effectiveness of provision to the senior management team and through them to governors
- keep up to date with new initiatives to support pupils with SEND and share good practice with teachers
- ensure pupil profiles and inclusion information, including teaching tips are distributed to relevant teaching staff
- writing and engaging with relevant staff as part of the on-going review of the SEND SEF and annual Department Improvement Plan.

Parents / Carers

- liaising with the parents of children with special educational needs throughout the year and as part of formal end of year profile reviews

External Providers

- liaising with external agencies, including the Access To Education Team (including Educational Psychology Service and former Pupil and School Support Service) Communication and Autism Team (CAT), Sensory Support Services and CAMHs.
- carrying out Criteria for Special Provision (CRISP) assessments when appropriate.
- engage with SENAR as part of the process of transferring statements to ECH plans.

Teaching and Non-Teaching Staff

The Special educational needs and disability code of practice: 0 to 25 years states that

‘...High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEND. Additional intervention and support cannot compensate for a lack of good quality teaching...’

Teaching staff therefore:

- are made aware of the school’s procedures for identifying, assessing and making provision for pupils with special educational needs through the SEND list and other information distributed by the SEND Co-ordinator
- have a responsibility to bring to the attention of the SENCo or their department’s any pupil for whom there is a concern
- should be aware of the varying needs of pupils in their classes, delivering quality first teaching to meet these needs and to differentiate accordingly and to liaise with, advise and work appropriately with Teaching Assistants when in lessons working with targeted pupils.

Admission and Identification Arrangements

To ensure that pupils with SEND are effectively identified, all Year 6 pupil and their parents who will be joining the school in September will be met with in the May prior to entry. These meetings will be conducted by the Senior Management Team, Pastoral Heads or the SENCo. Any SEND issues and action to be taken will be noted.

The Assistant Headteacher will additionally visit primary schools and collect information about pupils with SEND.

The SENCo may also, when appropriate, attend Y6 reviews or speak to parents. Relevant information will also be collected about the pupil's educational history from the last school attended by the pupil including any educational support services who may have been involved with the pupil.

Once pupils arrive in at Hillcrest:

- the literacy levels of all pupils are assessed by Hodder Group Reading Test and Vernon Graded Spelling Assessment.
- a range of further assessments may then be carried out to clarify the needs of individual pupils and establish their strengths and areas of difficulty.
- information about pupils' SEN is passed on to appropriate school staff

When pupils leave the school

- information about the pupil's educational history to any receiving school is passed on
- other transfer documentation as required is passed on
- the SENCo or a member of the SEND team will attend meetings at the new school or placement as required to support the pupil and their family during the transition process
- targeted IAG support is put in place for pupils with SEND in KS4 as part of the transition to post-16 provision.

Identification, Assessment, Monitoring and Review Procedures

Provision for pupils with SEND is based on the underpinning principles of the **Special educational needs and disability code of practice: 0 to 25 years**

The code of practice sets out a graduated approach to students with SEND.

This approach is consolidated by the following procedure:

SEND Level 1

Pupils are placed on the SEND list. Appropriate assessments will be made of the pupils' strengths and difficulties. These are detailed in the pupil's profile. The pupil's literacy levels are plotted on the SEND Audit Continuum. Progress is reviewed twice yearly with reference to the Audit Continuum and the pupil profile. Teaching assistants may target that pupil when delivering in class support. Pupils may be involved in small group literacy intervention work.

SEND Level 2

Pupils are monitored according to the progress made at SEND Level 1. If the support at SEND Level 1 is not having an impact on that pupil's progress, further support may be implemented at SEND Level 2. The pupil may be involved in small group or individual intervention work. Referral to support agencies – Educational Psychology Service, Pupil and School Support, Communication and Autism Team, Sensory Support.

SEND Level 2: High Focus

If progress continues to be a concern, a pupil may be placed at SEN Level 2 High Focus, whereby a provision plan will be devised with support agencies.

At this stage a draft 'Crisp' assessment will be drawn up.

SEND Level 3 (Statement / EHC plan)

If a pupil continues to meet the criteria for band 4 on the CRISP assessment and a CRISP assessment is concerned appropriate, then with parental agreement and support, it may be decided to go ahead with Statutory Assessment for an Education, Health and Care Plan (EHC), formally the Statement of SEN.

The production of an EHC plan is the responsibility of Birmingham Authority. The majority of children will have a Statement of SEN/EHC plan before reaching the secondary education stage however when appropriate, the school may request or respond to a parental request to initiate the process of statutory assessment.

The provision set out in a pupil's statement/EHC plan will be closely monitored by SENCO and reviewed annually. Parents/carers will be invited to contribute to the review and attend the review meeting.

Assessment

The SENCO will refer pupils when appropriate to support services as listed earlier if further assessment and support is required. Such referrals will always be first agreed with parents/carers.

External agencies will carry out relevant assessments and will offer further advice and strategies to support a student. A pupil will be placed at SEND Level 2 to access these agencies.

When a provision plan has been introduced for a pupil, they will then be assessed according to the CRISP framework.

All pupils' attainment will be made in the context of the School's Assessment Recording and Reporting Policy.

Pupil Participation

Staff will seek to involve pupils (in an appropriate way) in discussions about their individual programmes. Pupils will take part in pupil profile review discussions and will be assessed to look at their progress with reference to the 'Child Friendly' Audit Continuum.

Pupils with an EHC Plan, Statement of SEN or provision plan will complete, with support, the 'Pupil Views' paperwork prior to their review.

Monitoring

The SENCO will monitor progress of pupils with SEND with reference to the SEND continuum. Further monitoring of progress of SEND pupils in core subjects will be done 6 times yearly in Maths, English and Science. Other subjects will do this 3 times every year.

The SENCO will meet with the Pastoral and Inclusion Deputy Head and attend College Progress Tracking meetings to discuss the progress of SEND pupils.

Review

Pupil profiles will be reviewed at least every six months, in a meeting with the pupil. Where appropriate, parents may also be involved in these reviews.

Arrangements for Providing Access to the Curriculum for Pupils with SEND

We support access through quality first teaching, appropriate differentiation and intervention, pupil profiles and allocating extra support to an individual or group according to set criteria and availability of resources. The self-esteem of pupils is developed through positive reinforcement, using assessment processes to identify any learning difficulties. We ensure ongoing observation and assessment and provide regular feedback about the child's achievements and experiences to form the basis for planning the next steps of the child's learning.

In addition to in class support and intervention programmes, students may also receive support through 'One to One' provision in English and Maths and pre-tutoring programmes. In KS3 we deliver 'Read, Write Inc' courses and targeted KS3 pupils participate in the 'Intervention Programme'.

KS3 Intervention Programme

Targeted KS3 SEND pupils will have 8 lessons per fortnight to focus on key areas outlined below:

- Literacy, basic handwriting, letter formation, speed writing, spelling and communication skills

- Reading, processing and comprehension skills
- Basic Numeracy skills based on KS2-3 transition packages
- EAL – six week programme to deliver basic English to allow pupils to access learning and develop social skills.

The intervention lessons will be co-ordinated by the SEND team, working closely with English and Maths departments, to plan and deliver the programme. The EAL provision will be an intensive six week programme and pupils will only go into the core subjects during this time.

Pupils in Years 7 and 8 will be placed on the programme using the following criteria:

- Standardised score of below 85 on the Hodder Reading tests
- Standardised score of below 85 on the Diagnostic Reading tests (processing, fluency and reading accuracy)
- Achieve a spelling age of less than 9 in the Graded Spelling tests at the start of Year 7 and throughout KS3
- Below Level 3 in KS2 English and Maths (negotiated input from Nicola Bartlett)
- SEND data from primary schools to indicate the level, nature and frequency of support required.
- Referrals from teachers on barriers to learning and additional support required. The SEND team will then carry out assessments to judge if it is appropriate for the student to join the intervention programme.

The programme may also be rolled out to targeted year 9 students if necessary or requested by teachers.

As a result of participating in the programme:

- pupils will receive additional time and support with basic literacy, reading and numeracy.
- pupils will become more confident and independent learners in their other subjects.
- pupils will still receive curriculum coverage in the withdrawn subjects (History, ICT and Drama) as the SEND team will plan deliver the key skills through thematic projects.

The pupils on the Intervention Programme will also be members of the SEN KS3 form group and will receive additional support to consolidate their learning during the daily form period

In Key Stage 4, SEND pupils may be identified as foundation learners. In these cases they will follow a differentiated curriculum including Level 1 courses in Year 10. In Year 11, pupils will then move to a Level 2 programme if appropriate.

How pupils with SEND are integrated into the school as a whole?

We seek to be an inclusive school by:

- using the SEND review procedures to identify any barriers in the way of the pupil and plan appropriate and reasonable action
- ensuring that all pupils have appropriate learning targets which are challenging
- valuing the diversity of our pupils of which SEND are a natural part
- ensuring that our reading stock includes stories with positive images of pupils with SEND
- looking for opportunities within the curriculum to raise SEND issues
- seeking to make provision for SEND within routine class arrangements wherever possible
- seeking opportunities for pupils with SEND to work with other pupils
- encouraging pupils with SEND to play/socialise with other pupils
- developing links with special schools to extend pupils' experience of diversity

Accessibility Provision and Plan 2016-17

The SEN and Disability Act 2001 extended the Disability Discrimination Act 1995 (DDA) to cover education and required schools to produce Accessibility Plans every three years. In 2010, the Equality Act replaced

all existing equality legislation. The Equality Act (2010) placed a legal obligation on all schools, making it unlawful to discriminate against pupils, staff, parents, governors and visitors, with a disability.

Under this new guidance the Governing Body has had three key duties towards disabled pupils:

- Not to treat disabled pupils less favourably for a reason related to their disability
- To make reasonable adjustments for disabled pupils, so that they are not at a substantial disadvantage
- To plan to increase access to education for disabled pupils.

This plan sets out the proposals of the Governing Body of the school to increase access to education for disabled pupils in the three areas required by the planning duties in the DDA:

- Increasing the extent to which disabled pupils can participate in the school curriculum to ensure that pupils with a disability are as equally, prepared for life as are the able-bodied pupils in the school. This covers learning and teaching and the wider curriculum of the school such as participation in after-school clubs, leisure activities or school visits;
- Improving the environment of the school to increase the extent to which disabled pupils can take advantage of education and associated services;
- Improving the delivery to disabled pupils of information which is provided in writing for pupils who are not disabled

It is a requirement that the school's accessibility plan is resourced, implemented and reviewed and revised as necessary. The plan will also review ways to assist pupils with Special Educational needs who would not be classified as disabled under the Equality Act. For such pupils the school has a responsibility to meet their special needs, and for those classified as disabled, a duty to prevent discrimination against them in their access to education.

The Disability Discrimination Act 1995 defines a disabled person as a person with 'a physical or mental impairment which has a substantial and long term adverse effect on his (or her) ability to carry out normal day to day activities'. The Act defines 'substantial' as 'more than minor or trivial' and 'long term' as 'has lasted or is likely to last more than 12 months'.

The Act states that an impairment is to be taken to affect the ability of a person to carry out normal day to day activities only if it affects that person in respect to one or more of the following:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to lift, carry or otherwise move everyday objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Perception of the risk of physical danger

The purpose and direction of the school's provision: vision and values

Hillcrest School has a strong family ethos and we wish to assist all pupils to reach their full potential. We value the diversity of our school community and appreciate the contribution that pupils with special educational needs and / or disabilities can bring to school life.

We aim to work together with parents and carers to remove barriers to learning that prevent children participating fully in school life. We have high ambitions for all of our pupils including any of our pupils who may be disabled, and we expect them to participate and achieve in every aspect of school life.

We believe that all students have the right to be actively included in the life of the school. Our staff are committed to the inclusion of all pupils. We therefore:

- Value every individual and celebrate their achievements;
- Identify and respond to individual needs;
- Identify and overcome all potential barriers to learning;
- Set multiple learning challenges for every pupil.

All members of the school community should be aware of the Equality Act (2010) and its application to schools. Our priorities are to ensure that:

- All staff are fully aware of the obligation to provide an inclusive curriculum.
- All policies on review are revised as necessary to take account of the disability legislation
- We consult with parents/carers, pupils, staff, governors and other agencies about priorities for increasing access to the curriculum.

We take a fully inclusive approach to our staff recruitment and aim to appoint the best person based on their skill set and qualifications regardless of any disability he/she might have. We actively implement the school's equal opportunity policy for staff in the day to day management of the school. All staff are provided with the necessary support for their roles. We regularly review our staff's needs to ensure these are being met.

Admissions - Welcoming and preparing for disabled pupils

We have an Admissions policy and criteria (available to view on our website) which seeks to remove barriers to entry to our school for pupils with special educational needs and/or disabilities. The support we provide for pupils with special educational needs and/or disabilities can also be found in our 'SEND Local Offer' (available to view on our website)

The Admissions policy ensures we conduct admissions on a fair and non-discriminatory basis.

Where it is practical to make reasonable adjustments to enable prospective pupils to take up a place at Hillcrest School and to satisfy the current admissions criteria, we are committed to providing those reasonable adjustments, as outlined in the Equality Act (2010) and Part 3 of the Children and Families Bill (2014).

In order to fully meet the needs of disabled pupils, we require complete disclosure of information prior to entry from parents / carers and previous schools. We will ask all applicants for admission to say whether they have received any previous support, have had an educational psychologist's report or have any disability or other condition of which the school should be aware.

Parents / Carers of a child with a special educational need and/or a disability should provide the school with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place at Hillcrest. We require this information so that, in the case of a child with a particular need, we can assess those needs and consult with parents about the adjustments which can be reasonably made to

ensure that the application procedure is accessible for the child and that we can cater adequately for the pupil should an offer of a place be made.

In assessing the pupil or prospective pupil, we may need to take further advice and request assessments as appropriate from external agencies. We will be sensitive to any issues of confidentiality at all stages.

We will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, we may be able to provide an examination paper in large font for a visually impaired pupil.

If special educational needs and/or a disability becomes apparent after admission, we will consult with parents / carers about reasonable adjustments in order to allow the child to continue in the school.

The school's policies on SEND, Discrimination, LAC, EAL and Equal Opportunities are available on the school website.

Views of those consulted during the development of our provision

Parents have the opportunity to feedback to the school on a range of issues at our termly progress review meetings and annual parent's evenings. Feedback received from the questionnaires is used to inform future planning for subject specific and whole school developments. For those children identified with a special educational need and/or a disability, we consult with the individual parent/carer to seek their views on their child's specific needs, both physical and sensory. This process is completed as part of our annual IEP review process and statement / EHC Plan reviews.

The main priorities of the school's Accessibility Provision

Priority 1: Increasing the extent to which disabled pupils can participate in the school curriculum

Summary of the current position:

- All SEND pupils are identified to staff at the start of and throughout the academic year.
- All SEND pupils contribute to preparing a 'Pupil Profile' to outline their strengths, weaknesses, preferred learning styles and appropriate teaching strategies. The profiles are updated and shared with staff at the start of each term.
- The curriculum is fully inclusive and appropriate support is provided to all students at key transitional stages, ie – Options choices, IAG consultations
- Resources available in different formats for students with specific needs, ie - dyslexia
- Under-achievement of SEND pupils is systematically tracked and appropriate interventions put in place in the classroom and as part of wider support programmes.
- Teaching Assistants are allocated to work in and out of lessons with targeted SEND pupils.
- Specific learning programmes are used to support under-achieving SEND pupils, ie – Read, Write, Inc or the KS3 Intervention Programme.
- We have a wide range of extra-curricular activities and all pupils, irrespective of any impairments or disabilities, are encouraged to take part. This includes school trips and residential visits where support would be available to ensure that all pupils had the same opportunities.
- Parents / Carers of SEND pupils attend annual IEP / EHC reviews.
- The use of outside agencies for support, advice and training is sought to ensure that TAs, teachers and parents / carers can be advised effectively.
- Special access arrangements made for examinations as appropriate.

- Flexibility to modify timetables to ensure pupils with disabilities are taught in rooms on the first floor or close to lift facilities on the second and third floors.
- Weekly school nurse drop-in sessions to which students can be referred or self-refer.
- Regular reviews of 'Health Plans' to keep staff with up to date information on specific medical and physical needs.
- Daily access to support from Learning Mentors and SEND staff in the 'Learning Base' each day.

Priority 2 – Improving the physical environment to increase the extent to which disabled pupils can take full advantage of education and associated services

Summary of the current position:

- All buildings are wheelchair accessible by ramps with non-slip corduroy tiles
- There is at least one accessible classroom in each subject area
- All levels in each building are accessible by lift
- A platform lift ensures pupils and visitors can access the main reception area, main hall and dining room. This lift has rails on three sides and brailled signs.
- All internal stairs are fitted with hand rails
- There are two wheelchair users' toilets in the school fitted with a panic alarm
- All toilets have been upgraded and have non slip floors and clear contrast between basins and their surrounds. Toilets located on the first floor in both parts of the building.
- Designated 'Health and well-being room' with toilet and washing facilities.
- Designated shower room and bathing facilities located close to main reception
- Corridors in most parts of the school are wide and accessible for all pupils
- Lighting, blinds and colour schemes used to decorate classrooms improve visibility for visually impaired pupils.
- There is clear visual signage in all buildings, ie – signs for fire exits, toilets, subject areas
- There is significant colour contrast between door and door frames throughout all school buildings
- The main school hall is equipped with an audio visual system
- The sports hall and gym is accessible to students through the use of a platform lift.
- All key support rooms are located in close proximity on the first floor of the main building – student reception, the Zone, SEND office and the Learning Base
- There are disabled parking spaces on the school site

Priority 3 – Improving the delivery to disabled pupils of information that is provided in writing for pupils who are not disabled

Summary of the current position:

- Effective use differentiated materials to support students with specific SEND needs, ie – large easy read print, worksheets on coloured paper, coloured overlays, reading rulers.

- Resourcing personal laptops for targeted SEND pupils
- Effective first wave teaching with targeted TA support as necessary
- Purchase of appropriate reading materials through the Accelerated Reading Scheme to meet the needs of all pupils
- Examination papers and controlled assessment documentation provided in different formats
- Access to on-line support materials, ie SAM Learning, MyMaths, JustMaths
- Effective use of Teaching Assistants for Pre-tutoring programmes
- Continuous staff training to provide guidance on specific SEND issues, ie – dyslexia

Reviewing – Management, co-ordination and implementation

The Deputy Headteacher (Pastoral) and SENCo are responsible for the regular review of provision across the school. As appropriate this review will include other members of the SLT and Governors. This work will include:

- The annual review of the school's policies, procedures and facilities as they are likely to affect pupils and prospective pupils with disabilities.
- To make recommendations with a view of improving the accessibility of its education by means of reasonable adjustments to the learning and physical environment.
- The preparation of the school's SEND and Equal Opportunity policies.
- The preparation and review of the school's Accessibility Plan

The Accessibility Plan is reviewed by the Governing Body every three years or more frequently if a specific new issue arises. Any changes required to structures or physical changes to the site are reviewed at the Resources Committee and referred back to the Full Governing Body. Issues relating to disabilities are referred to the Deputy Headteacher (Pastoral), who meets regularly with the SENCo, Head Teacher and the SEND designated governor.

Originator – Steven Connor-Hemming

Date – September 2016

Approved by Governors – September 2016

Review - July 2017