

How does KLB know if my child needs extra help?

If your child is new to KLB, information regarding their prior learning, attainment and additional needs will be passed on by the previous school and/or Local Authority, as well as any other agencies that have been involved with your child where permission for sharing information has been previously granted. We will also discuss any additional needs with you and your child during our thorough induction process. We will continue to assess need throughout your child's time at KLB; students are regularly assessed and monitored by classroom teachers, and there is a clear referral process in place for staff to identify any child for potential assessment. If necessary, we may carry out dyslexia screening or seek diagnosis and/or support from outside agencies, such as Child Adolescent and Mental Health Services (CAMHS) or the Educational Psychologist but it is important to note that any concerns may be flagged by any member of staff, parent/carer or the student themselves at any point in time, and that parents/carers would be informed before any screening or referrals take place. If your child has previously identified SEND, an additional admissions meeting with our SENCO will be held to discuss need and how appropriate support can be put in place. This process enables us to ensure students are well supported at KLB.

What should I do if I think my child has special educational needs?

KLB provides support for all students identified in the SEND Code of Practice under the four main areas of need:

- 1) Cognition and Learning
- 2) Communication and Interaction
- 3) Social, Emotional and Mental Health
- 4) Physical and/or Sensory

There are many opportunities to share concerns or discuss possible educational needs with school staff. If you have any concerns with regard to your child's progress you may wish to begin by talking to your child's subject teacher or tutor during the regular parents' evenings. Alternatively, you can contact your child's Head of Year or Nick Hunt, SENCO, via email on nhunt@klbschool.org.uk to arrange a longer meeting. If you have already had contact with the school about your child's specific needs, then it is also appropriate to raise any concerns during support plan review meetings, through the parent / carer response section of your child's SEND Support Plan or through meeting with the SEND team.

How will KLB communicate to all staff that my child has special education needs or a disability (SEND)?

Information about any child's individual learning needs is shared via the school's secure information system (ClassCharts) and Provision Map, which allows all teaching and support staff to access key information on any child's special educational needs via their My Plan. In addition to this, the SENCO meets regularly with the Pastoral and Safeguarding teams to discuss individual needs, as well as to disseminate key information to staff at appropriate meetings throughout the school year. Children with special educational needs also meet with members of the SEND team to check progress, raise any issues, and to discuss the support they are receiving. The outcome from these meetings is the My Plan. This document is updated regularly and shared (via Provision Map and email) to ensure staff understand exactly what each child needs.

How will KLB staff support my child's SEND?

High quality planning and teaching aims to meet the needs of all students across the curriculum. The SEND team works within all curriculum areas to ensure that more bespoke packages of support are provided when appropriate. We aim to support all students within their lessons, with additional targeted interventions taking place in addition to this as well. All teaching and support staff have access to regular training and support around how to best meet the needs of students with special educational needs and disabilities.

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

KLB is committed to inclusion and all our students have access to the full curriculum. Classes in most core subjects take place in mixed ability groups. However, for those who require it, a more bespoke curriculum can be discussed with the SEND and Pastoral teams. Dependent of the complexity of need, bespoke packages can often include one or more of the following:

- Additional support and differentiation in the classroom
- Access to the KS3 literacy groups
- Access to our Safe Space provision
- Alternative provision off site (e.g. The Hive)
- Targeted 1:1 mentoring/support
- Peer mentoring/support
- Access to enrichment activities and visits
- Social Skills intervention
- Sensory Circuits
- ELSA intervention
- Zones of Regulation intervention
- Touch typing intervention

How will both staff and I know how my child is doing?

All classroom teachers are responsible for the regular monitoring and assessment of their students. Their assessments are formally recorded through our review cycle (3x a year), this is overseen by Heads of Faculty and the Senior Leadership Team. These assessment points also provide you with formal data reviews, which are communicated with home, and can be discussed in detail with teaching staff at any of our regular parent evenings. If your child has an Education Health and Care Plan (EHCP) or any form of school support plan (e.g. behaviour) you will be invited to attend additional meetings with your child's key worker or pastoral year team throughout the academic year to review your child's progress. In addition to this, key workers within the SEND team, as well as our SENCO are always happy to discuss your child's progress with you.

How will KLB help me to support my child's learning?

Our regular parents' meetings and information evenings provide opportunities for you to actively engage in all aspects of your child's learning at KLB. In addition to the basic homework teachers will often attach support materials to ClassCharts that can be used to support your child's learning. This is especially useful for students with SEND, as all instructions are set by the teaching staff, rather than relying on students having to record the information themselves. For students with identified SEND, home support can also be discussed with the SEND Team during parents' evenings or by arranging a meeting with a member of the team.

What support will there be for my child's overall well-being?

KLB has an outstanding reputation for care, guidance and support. Pastoral support is provided through our pastoral year teams. Each child has support offered by their tutor and their pastoral year team, as well as the wider Inclusion team. Taking opportunities to allow students to voice their concerns and play an active part in shaping the support that they need is essential to our provision at KLB. These staff are all highly skilled in supporting students with social, emotional and mental health needs. In addition to the provision outlined above, KLB provides various other services to its students, examples of some of these additional services are listed below:

- First aid room
- Disabled access across the site
- Access to the School health nurse
- Access to Safe Space at break and lunch times
- Library, lunch time clubs
- Homework Club

Which specialist services and expertise are available at or accessed by KLB?

In addition to our own skills and areas of expertise, staff at KLB work in close collaboration with a range of experts from outside agencies such as Education Welfare, medical professionals, Educational Psychologists, Gloucestershire and South Glos SEND teams and Social Care. Agencies that are working within KLB, with your child, will liaise with your child's pastoral year team or SENCO to ensure that key information is shared between home, school and the supporting agency. Students, parents / carers, teachers and other professionals will be invited to work together to plan and monitor additional interventions. The outcome of these meetings is summarised in a support plan document and a copy of this document is shared with all parties.

What training have the staff at KLB had or are they having in supporting children with SEND?

There is an extensive programme of continuing professional development for all staff at KLB, which includes specific training in meeting the needs of SEND students and vulnerable learners. For example, all staff have received training on how to ensure a dyslexia friendly classroom, Zones of Regulation and effective strategies to support Autistic young people across the school. In addition to this, staff who work on a 1:1 basis with children with SEND have or will receive specialist training where needed.

How will my child/young person be included in activities outside the classroom including school trips?

All KLB students have access to the full curriculum, enrichment programme and school trips. For those with specific medical or physical needs, a full risk assessment is completed and the school works in partnership with parents/carers, the SEND team, the provider and the individual student to plan all aspects of any activity or trip so that there are equal opportunities for all.

How accessible is KLB?

The KLB buildings are accessible to all. There are wider doors where necessary, ramps to all ground floor areas and lifts to access the Berkeley and Fanthorpe buildings. At KLB we continue to review the auditory and visual environment. Staff are trained to use appropriate font size, colours and backgrounds for displays and notices. There are accessible toilets in the main building. In both the Sports Centre and the Hub area there is an accessible changing room with a

shower and toilet. Any further equipment or facilities that are needed to support children with SEND will be secured and applied through individual SEND funding.

How will KLB prepare and support my child when joining the school?

At KLB we recognise that moving to secondary school can be a daunting process for some students, so we aim to make the transition as easy and enjoyable as possible with a comprehensive induction programme. Once you have received your confirmation of a place letter from the Local Authority, our SENCO, a member of the pastoral year team and, where appropriate, a member of our safeguarding team, will meet with your child's primary school to meet with your child and all other students joining us in September. During this visit this member of staff will talk with the appropriate Year 6 teacher (and the SENCO or support staff if needed) to gather all the important information we need to know about each student's learning and needs. During Term 6, all the Year 6 students are then invited to a one-day Induction programme, during which time they will meet their tutor and members of their pastoral year team. This induction is designed to put your child's mind at rest about beginning secondary school, give them an opportunity to meet other year 6 students, as well as the older students at KLB, and hopefully make lasting friendships. We always receive very positive feedback from the year 6 students about the programme but if further transition visits are needed, we will happily accommodate according to need.

We also offer an extended transition offer for identified students where they have the opportunity for additional visits prior to starting at KLB. These take place in the weeks before the Induction Day visits with our Deputy SENCO.

If your child is joining KLB from another secondary school, we offer very similar care, guidance and support to that described above for a student joining in year 7. Following an initial phone conversation and opportunity for you to visit, we will ask you to fill in an admissions form and a member of our administration will make contact with your child's previous school to gather information on your child's learning. Following the offer of a place, we will then invite your child in for an induction which will take place with a member of our pastoral year team. Part of this process will also include a further meeting with you, as a parent / carer with your child's tutor or pastoral year team.

How will KLB prepare and support my child for transition from KS3 to KS4?

Transition from one phase to another is carefully planned and discussed with students and parents / carers. Classroom teachers take time out of their lessons to inform students about what subjects are on offer at KS4 and what the different courses entail. Careers guidance and support is also available to all our students, with additional support and guidance offered to our SEND students where appropriate. These sessions all provide opportunities for students to ask questions about the transition. For those with identified SEND and other vulnerable learners, the SEND team will offer additional support. Parents / carers can access information via the school website, parents' evenings and the Year 9 Options Evening. The evening is structured so that you and your child can find out specific information about the move to Key Stage 4, the subjects available and the different pathways your child may wish to take.

How will KLB prepare and support my child for Post 16 transition?

As with transition between KS3 and KS4, specific information about post 16 transition and careers guidance and support is provided to students. In every year group there is inevitably a wide range of student needs and therefore through our pastoral system, we ensure there is time to listen to and help your child understand all the options available to them. We aim to support your child in recognising their individual strengths and weaknesses and their own individual needs to make informed decisions. As always, for those children with identified SEND, the SEND team will offer additional support. This support can be wide ranging e.g. helping your child to write an application, accompanying your child to an open day, offering a mock interview, or simply going over or practicing transport routes. Parents / Carers can access information via the school website and parents' evenings.

How are KLB resources allocated and matched to a child's special educational need? And how is the decision made about what type and how much support my child will receive?

At KLB we have access to a wide range of strategies and resources for supporting children with special educational needs, such as small group work, 1:1 intervention, targeted support in lessons and various lunch time clubs. For students with a EHCP or pupil premium students, additional resources are allocated. The appropriateness of the support is however the most important factor when allocating any resources. Resources are therefore allocated through discussion between the SENCO, parents / carers, the pastoral year teams, the teaching staff and the SEND team, as well as external agency involvement where appropriate. Regular reviews of a child's progress allow us to check the appropriateness of the resources against the expected outcomes. If the outcomes are not being met, we adapt and change the allocation of resources to best suit the individual child's need as part of our Assess Plan Do Review process. Where a student has identified and specified provision written into their EHCP, we will ensure that this is put in place.

How will KLB involve me, as a parent / carer of a child with SEND?

All parents/carers are encouraged to be actively involved in the KLB by regularly communicating with our SEND team and your child's tutor and pastoral year team. Attending parents' evening, reading the school newsletter and maintaining regular communication with your child's tutor and key worker will help you stay up to date with your child's progress. As a parent / carer of a child with SEND you will also be invited to attend review meetings and complete parent / carer surveys.

What can I do if I am unhappy with the support for my child?

In the first instance, please contact either the pastoral year team or our SENCO to discuss your concerns. If your concerns continue, please find details of our complaints procedure via the link below.

<https://klbschool.org.uk/wp-content/uploads/PDFs/Policy/Policy-complaints.pdf>

Who can I contact for further information?

If you have any further questions or queries relating to SEND, please contact Nick Hunt, SENCO, via email on nhunt@klbschool.org.uk

Other useful contacts and information:

SENDIASS Gloucestershire - <https://sendiassglos.org.uk/>

Gloucestershire's SEND Local Offer -

https://www.glosfamiliesdirectory.org.uk/kb5/gloucs/glosfamilies/family.page?familychannel=2_1

SENDIASS South Glos - <https://www.sendandyou.org.uk/>

South Glos' SEND Local Offer -

<https://life.southglos.gov.uk/kb5/southglos/directory/localoffer.page?localofferchannel=0>