

# Special Educational Needs

**Learning \* Behavioural \* Emotional**

## YOUR TOP 10 QUESTIONS ANSWERED

### 1. My son has needs currently supported by his primary school. How will Woodlands know about this?

- *In the Summer Term of Year 6, Miss J Curtis, Administration Manager, will visit his primary school to collect all appropriate information.*
- *The primary school records will be sent to us before the start of Year 7 and learning support information will be extracted by Mrs. J. Kovacs, SEN Co-ordinator and the Teaching Assistants, before records are sent to House Heads.*
- *Outside agencies (e.g. Coventry Autism Support Service, Learning and Behaviour Support Service) contact us during the Summer Term of your son's Year 6 to tell us about ongoing casework.*
- *Primary SENCos (SEN Co-ordinators) contact us or invite us to join review meetings near the end of Year 6.*
- *Some parents may come in to meet with Mrs. Kovacs before their son arrives in September.*

### 2. How will my son be placed in appropriate teaching groups?

- *We carry out baseline testing assessments in reading, spelling, numeracy and non-verbal reasoning at the start of Year 7.*
- *Primary schools give us Teacher Assessment National Curriculum levels in Science, Mathematics and English.*
- *We receive the Key Stage 2 SATs results.*

### 3. My son is on his primary school SEN Register. What happens when he transfers to Woodlands ?

- *The SEN Code of Practice designation (e.g. School Action) is maintained and transferred to the Woodlands SEN Register unless the primary school advise otherwise.*
- *Parents will be informed of this by letter home in the post in October of Year 7.*
- *All teaching staff will be informed via computerised data.*
- *It will be reviewed twice a year, in the Autumn and Spring Terms, and any necessary amendments made. Parents will be notified accordingly.*

**4. My son has a Statement of Special Educational Needs. What happens when he transfers to Woodlands ?**

- *The Local Education Authority will notify us of this and send copies of his statement.*
- *A copy of this will be sent to all teaching departments and to his House staff, i.e. Tutor and House Head.*
- *He will receive in-class Teaching Assistant support for appropriate lessons, and will have a Key Teaching Assistant who supports him more than other TAs..*

**5. Will there be any support mechanisms in place during Year 7 ?**

- *His House Head and Tutor will be his main support on a day-to-day basis, seeing him before school, in morning and afternoon registrations, at Break and at lunchtime in his House.*
- *All Houses have newly appointed Peer Mentors from Year 8 to help and guide new students in the House in the first few weeks.*
- *SEN Groups operate for intense basic literacy skills work for students identified by the baseline testing as being in need, with five timetabled lessons over two weeks.*
- *A Peer Reading Scheme operates daily whereby Year 11 students mentor Year 7 students in their reading, co-ordinated by Post-16 students (6<sup>th</sup> formers).*
- *Home-based spelling and reading programmes are set up and monitored by the school to be completed at home under parental supervision.*

**6. My son is on an individual education plan (i.e.p.) at primary school. What happens when he moves to Woodlands ?**

- *A new one will be drawn up in the form of our S.TAR.S (Student Target Sheet) with contributions from the primary school records, baseline testing, Year 7 Tutors and the Learning Support Centre.*
- *These are circulated to all teaching departments to be passed on to his individual classroom subject teachers to inform the teaching of your son.*
- *Copies are sent to the House for House Head, Tutor and one is given to your son to bring home to you.*
- *These are reviewed in December and April by all staff and appropriate amendments made before they are re-issued.*

**7. One of the following agencies was involved with my son whilst he was at primary school. What does this mean for his transfer to Woodlands ?**

**Child and Adolescent Mental Health Service (CAMHS)**

**Educational Psychology Service (EPS)**

**Coventry Autism Support Service (CASS)**

**Learning and Behaviour Support Service (LABSS)**

**Sensory Support Service**

**Speech and Language Therapy Unit**

**Relate: Time For You**

- *The work of some of these agencies continues irrespective of transfer and we will be informed and contacted by them, as will parents.*
- *Records of all previous involvement are sent to us.*
- *We can also refer or re-refer to these agencies, all of which have ongoing links with Woodlands.*

**8. My son has experienced behavioural and/or emotional problems whilst at primary school. How will this be addressed at Woodlands ?**

- *The House system is the backbone of our pastoral work and your son's Tutor, in the first instance, and House Head, in the second, will be very heavily involved with all aspects of his school life, particularly those aspects to do with behaviour, attitude and general conduct.*
- *Curriculum Managers are also involved if referrals are made by classroom teachers in different subject areas.*
- *Parental contact and support are encouraged on these matters so that home and school ALWAYS have the same information at the same time.*

**9. My son has learning/behavioural/emotional needs. What role can we play to support him and to help the school to support him ?**

- *Home and school united in the same aim and applying the same encouragement, rewards and sanctions is the ONLY successful approach here.*
- *Keeping in close contact, using the House Tutor as the link, is essential if problems occur at school, at home or both. Regular phone contact is encouraged, particularly in difficult circumstances.*
- *Nipping negative signs, however small, in the bud is the one recognisable successful way to avoid problems growing.*

**10. Who do we contact at the school to ask questions or pass on information ?**

- *All matters/general matters – House Tutor or House Head/Assistant House Head (if Tutor absent).*
- *Learning Support/SEN Matters – Mr. K. Murphy or Mrs. J. Kovacs.*