

Special Educational Needs Information Report 2023-24

West Hatch High School

1) Aims of our provision in regards to students with Special Educational Needs and/or Disability.

West Hatch believes that all students should be able to make the best possible progress at our school and we are committed to ensuring that the necessary provision is made for any pupil who has Special Educational Needs and/or Disability.

We support pupils with SEND to be included in all aspects of school life.

2) Special Educational Needs Department

SLT Link – Victoria Schaefer – Deputy Head Teacher for Teaching and Learning

SEND Link Governor – Marcella Lord

Special Educational Needs and Disability Co-ordinator (SENDCo) – Victoria Hunt

Deputy SENDCo – Jacqui Cunningham

SEND Administrator – Yve Johnstone

Dyslexia Specialist Teacher – Jacqui Cunningham

and supported by 18 Learning Support Assistants (LSAs)

3) How learner's needs are identified and how will the school support my child in transfer?

If your child is not at West Hatch and has already been identified with SEND and has a EHCP or receives SEN support West Hatch will:

- Liaise with your child's existing school to ensure that their transition to West Hatch is as smooth as possible.
- Parents and Carers are welcome to book a transition meeting with the SENDCo and also come in for a tour around the school. This can be booked with either the Head Teacher or the SENDCo.
- West Hatch also offer SEND student transition days where students are welcomed into the school to meet the SEND team and some of their teachers.

If your child is already at West Hatch:

- We track and monitor all student's progress across the school throughout the academic year. If a Teacher, Learning Support Assistant or the SENDCo raises a concern about your child from reading age/baseline tests etc. then you will be invited to attend a meeting where we will assess how both the school and you as the parents/carer can best support the student.
- Teachers and the SEND Team will identify if your child needs additional monitoring and support and this will be done through End of Unit Assessments, Observations and CORE RAP (Raising Achievement of Pupil) meetings.
- At West Hatch we work closely with other external organisations and specialists to identify and help meet students' needs and how to support them in their continued progression.
- When students are getting ready to transition into further education providers or into employment we will work with the parents/carers and the students to help make this transition as successful as possible.

4) How are parents/carers involved?

- Parents/ Carers views are vital to supporting students in their progression in school through encouragement, ensuring attendance, homework completion and attending review meetings.
- Parents/Carers will also work closely with the SEND team and be invited in for discussions during the year. This will take the form of Parents Evening, parental meetings, One-Plan meetings, Annual Reviews and Parental view forms.
- The Inclusive SEND Register is sent to teachers and helps them to understand the strategies for teaching a specific student. It also importantly includes student and parents/carers views which all help towards the teacher's understanding and leads us to be able to support the student in the best way possible.
- If the student has an EHCP then the views of the Student and Parents/Carers will be taken into account, recorded as part of the Annual Review Meeting, and then added to the Inclusive SEND Register where appropriate.

5) How will I know how my child is doing?

- Initially you will receive your child's progress report and this will inform you of your child's scores across the range of subjects we offer at West Hatch. If a SEND need is known to us or concerns have been raised by either a parent/carer/teacher/student you will be informed and a meeting will be arranged with a member of the SEND team to ensure that an appropriate plan is put in place to support your child.
- We will also let you know how your child is doing during Annual Review Meetings for Students with an EHCP.
- We will also inform you of the support your child is receiving through One Plan meetings.
- Parents Evenings will also give you an opportunity to discuss your child's progress with their teachers.
- You can also contact the SENDCo if you wish to further discuss your child's progress in terms of their needs.

6) **Our approach and what we offer?**

West Hatch has a dedicated SEND Team who work hard to support students in their everyday learning and personal skills.

- LSAs observe students in lessons and will then develop strategies that support students effectively in lessons. These 'Steps to Success' strategies will then be shared among the department and relevant teaching staff through the Inclusive SEND Register.
- LSAs offer hover support to students in lessons which allows students time to develop into confident independent learners.
- Internally the SEND team works closely with the Pastoral Team and Teaching staff to support students. This includes attending observations, regular support meetings and specialised training sessions with the Teaching staff.
- Externally the department works with a range of external agencies to offer the best provision to students.
- As a SEND team we help support students with interventions. This year we have introduced the *Thinking Reading* programme to improve students' reading ages where required. We also provide a math's diagnostic test where difficulties are identified and a support plan is put in place with the maths department. We also facilitate Speech and Language Therapy and the school offers Target Team which helps students develop social skills through a variety of sports.

- We also offer an after-school homework club on a Monday, Wednesday and Thursday from 3:15pm – 4:00pm held in the Intervention Centre.

7) What training have the staff supporting students with SEND had?

LSAs and the Teaching staff have received SEND training in the form of Wider School Training sessions. We also work closely with our Inclusion Partner from Essex County Council. If a student requires an Educational Psychologist for their EHCP or to assess a previously unidentified need we provide evidence and once the report is completed we use this to develop strategies for the individual child.

Seven members of our SEND Team have also, this year, received specialised training for *Thinking Reading Interventions* so that they can support our students to raise their reading age from their current levels to their Chronological Age where required.

As mentioned previously the Inclusive SEND Register, combined with face-to-face meetings, helps us, the SEND Department, to regularly inform teachers of the 'Steps to Success' strategies that help support the student's best within the classroom.

Parents and students who want to contribute awareness of their personal experience of SEND to our staff training are welcome to do so and should contact the SEND Department so that their experiences can be collated and distributed accordingly.

8) How will my child be included in activities outside the classroom including school trips?

Students will participate in school activities as far is practical, reasonable and compatible with their needs. Appropriate provision and reasonable adjustments will be made where necessary to support our students with SEND and parents/carers will be involved in the planning of school trips for their child.

9) How accessible is the school environment?

West Hatch has double doors and ramps for student access in parts of the school buildings as well as Disabled Toilet access. We will always try to move classroom environments to enable our students to access the curriculum and school. However, there are some areas of the school and specialist areas where we are unable to move or change the environment to accommodate.

10) Where can I find out about the local authorities' offer of services and provision for children and young people with SEND?

Information on the Essex Local Offer of services and provisions can be found here www.essexlocaloffer.org.uk.

Information on the Redbridge Local Offer of services and provisions can be found here [Redbridge FiND | The Local SEND Offer](#).

11) Who can I contact for further information?

Special Educational Needs and Disability Co-ordinator (SENDCo) – Victoria Hunt
vhunt@westhatch.net

Deputy SENDCo – Jacqui Cunningham – jcunningham@westhatch.net

SEND Administrator – Yve Johnstone – yjohnstone@westhatch.net

12) Who do I contact if I have any concerns or complaints?

For general enquiries or concerns about the SEND provision or to speak to a specific member of the team please contact us via Yve Johnstone the SEND Administrator via yjohnstone@westhatch.net email and one of the Team will get back to you as soon as possible.

If you wish to raise a specific concern or issue please initially contact Victoria Hunt, the school's SENDCo, via email at vhunt@westhatch.net.

If you feel your concerns are then not addressed to your satisfactions please do not hesitate to contact any one of the following:

- Your child's Heads of Year

Year 7	Mr Guy Blain
Year 8	Miss Shaunna Fraser
Year 9	Mr Jose Limon
Year 10	Mr James Orton
Year 11	Ms Coralie Reid
Sixth Form	Mr Steve Windsor or Ms Natalie Steadman

- The Designated Safeguarding Lead Mrs Anjala Sharma (asharma@westhatch.net)

- The Deputy Headteacher - Victoria Schaefer (vschaefer@westhatch.net)

We will always look to address your concerns promptly and look to achieve a satisfactory outcome. However, should you feel this has not been achieved and wish to make a formal complaint please follow the West Hatch's Formal Complaint Policy which can be found using this link [download.asp \(westhatch.net\)](#)