



SPECIAL EDUCATION NEEDS AND DISABILITIES REPORT

The Local Offer

We aim to provide parents with information about how we support children's learning in College. Although we have tried to be comprehensive in our information, please do come and talk to us if you wish to discuss any aspect of our Special Educational Needs and Disabilities (SEND) provision. We adhere to the 2014 Code of Practice: <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

The College

Linton Village College is a mainstream secondary school. We are a fully comprehensive, non-selective school recruiting from a number of local primary schools.

We believe that all children should be valued as individuals. We have an inclusive ethos with high expectations and targets, a broad and balanced curriculum differentiated to meet individual needs and systems for early identification of barriers to learning and participation. We believe that educational inclusion is about equal opportunities for all learners whatever their age, gender, ethnicity, impairment, attainment and background.

The College provides accessibility for students with physical disability. This means that almost all areas of the College can be reached by lifts, making it possible for students to access specialised subject facilities. Where this is not the case, classrooms can be reorganised to accommodate students with an access issue. Staff undergo regular training in order to support students' needs. We ensure that all children are included in both curricular and extra-curricular activities including educational trips and visits.

How will we know if your child needs extra help?

- When your child first comes to us we use information from:
- primary school teachers, end of Key Stage 2 levels
- baseline testing, Cognitive Ability Tests and other initial tests in Year 7
- parents/carers, application form information
- subject teachers
- specialist colleagues, external agencies

As your child gets older we use information or referrals from:

- termly assessments and interim data
- subject teachers and tutors
- parental concerns
- external agencies

If your child needs to be assessed, we would use a range of assessments depending on the area of need.

If it is thought that a family needs support we may:

- Refer or seek advice from the Linton & Sawston Locality Team who provide a range of young people / family work support
- Refer to the Cambridgeshire Child and Family Consultation Service

How will you know how your child is doing?

The College will publish 5 SEN reports each year (1 full report and 4 interim reports) which will show current and target levels and report on attitude to learning, behaviour and homework. The subject and Learning Support Departments will monitor and review your child's levels and pick up on any subjects where your child is not making the right amount of progress. We will then consider whether an intervention is appropriate. At the next reporting time, we will check whether the right progress has been made.

Governors are responsible for checking the progress of different groups within the College and recommending strategies to support and accelerate progress. We welcome the involvement of parents/carers and want to keep you up to date and involved with your child's progress. We do this through:

- parents' evenings
- notes in planners
- email
- telephone calls
- appointments made with individual teachers
- annual reviews and additional termly meetings for students with an Education Health Care Plan

The College provides information for parents through:

- Linton Village College newsletter
- The College website (www.lvc.org)
- Open evenings
- Letters home
- Information evenings (Year 6 through to Year 11)
- Individual consultation meetings

How will we support your child?

All teachers will be told about your child's individual needs and will endeavour to adapt their lessons to meet these. Teachers have experience or are trained in doing this. Where there are concerns regarding access, the teacher will raise this with their line manager and the Special Needs Coordinator.

Within College there are a variety of staff roles to help us fully support your child. Most of our students follow a traditional curriculum, however a small number of learners have a more personalised curriculum to match their individual needs, interests and abilities.

Where it is felt it is the right thing to do, a student may be offered additional help and support, in which case parents would be informed.

There are a range of interventions and additional subject support which are available; should your child need this, it would be discussed with you.

When your child is approaching the start of Key Stage 4, if necessary, we will assess and apply for exam access arrangements according to the Joint Council for Qualifications exam regulations. We have a qualified and experienced teacher to assess students and any special exam arrangements are coordinated and managed within the Learning Support Department by a Senior Teaching Assistant.

How will your child be included in activities outside the classroom?

All children in the College are encouraged to take part in extra activities at break time, lunchtime and after College. Day and residential trips are open to all children and your child's specific needs can be discussed if they wish to join such a trip.

How will we support your child's wellbeing?

At Linton Village College we take our pastoral responsibilities seriously. We pride ourselves on providing a high level of student support and guidance. One way we support our students is by assigning them to a form tutor who will (in most cases) remain with them as they progress up the College. This provides continuity and builds a strong relationship between tutor and students. There are additional members of staff at Linton Village College who are able to provide pastoral support. These include the Student Support Manager and Student Support Team, House Pastoral Leaders and student Anti-Bullying counsellors.

We also have excellent relationships with a number of outside agencies including:

- Children's Services, the Police and the Youth Service
- South Cambs Locality Team
- Additional Needs Careers Advisors

If your child finds lunch or break times difficult, we have two supported areas which are safe and supervised. The Learning Support Department oversees these areas and provides students with passes to attend.

Who is our Special Educational Needs Co-ordinator?

The SEN Co-ordinator is Trevor Parker and he can be contacted via the College office on 01223 891233 or by email at trevor.parker@lvc.org.

The Assessment Coordinator is Jane Williamson: jane.williamson@lvc.org

The Learning Support Department line manager is shahla.matarazzo@lvc.org

The SEND Governor can be contacted via the Clerk to the Governing Body: tracy.coston@lvc.org

What SEN training have our staff had?

We have a Learning Support Department which is made up of the Special Needs Co-ordinator, Trevor Parker (Further Professional Development Accreditation in SEND, School of Education, Cambridge), Assessment Coordinator, Jane Williamson (MA Autism, OCR SpLD Diploma), a Higher Level Teaching Assistant and 6 Provision Leaders managing the delivery of support in the following areas:

- Cognitive and Specific Learning Difficulties
- Communication and Interaction
- Behaviour, Emotion and Mental Health
- Assessment

Additionally we employ Teaching Assistants to support students in class with 1:1 and group work, and also to offer pre-school and lunchtime support. The Learning Support Team comprises a range of experienced Teaching Assistants who may specialise in different subject areas and additional needs.

Staff who are new to the College follow an induction programme which includes training and information on SEN. Training is provided to all staff including teachers and TAs as the need arises and there is ongoing training for all staff as well as opportunities to further develop skills.

As an Academy we can call on support from specialist organisations from within the Local Authority, health and social care services.

How accessible is our College?

Students in wheelchairs have full access to all parts of the College with the exception of the upper floor of the English & Maths block. A lift provides accessibility to the upper floors of the Science and Technology building.

How else can you be involved?

We need you to support us by encouraging your child to fully engage with their learning and any interventions offered by:

Helping them to be organised for their day (including bringing the right equipment and books)

Full attendance and good punctuality

Completion of homework

Checking and signing planner

Attending parents' meetings

Attending any meetings specifically arranged for your child

How can your child contribute?

Students are encouraged to:

- take part in student voice activities
- attend review meetings
- contribute to target setting and reviewing

What should you do if you have concerns?

In the first instance, you should contact the subject teacher or your child's tutor who may refer your concerns to a more senior member of staff if needed. Alternatively contact Trevor Parker, the College's SENCo.

The College has a formal complaints policy which can be found on the website.

What other services are available through the College?

As an Academy we have access to a range of services including:

- Educational Psychologist
- South Cambs Locality Team
- Child and adolescent Mental Health Service
- School Nurse
- Careers Advisory Service
- Centre 33 Counselling

These services are contacted when necessary and appropriate, according to your child's needs.

How will we help your child's transition into secondary school and beyond?

We liaise with our 'feeder' primary schools and provide additional transition support if it is needed. The Learning Support Team meet students and parents of students transferring who may require additional visits. There are two full-day transition days and an additional morning for students who may be anxious regarding transition.

All children receive advice on careers and are encouraged to visit colleges to explore post-16 courses. If additional support is needed, this will be put in place.

Where can you get further information?

- Contact the College on 01223 891233
- Look at the Local Authority SEN Local Offer via the College website: www.lvc.org or www.cambridgeshire.gov.uk/send
- Contact Cambridgeshire Parent Partnership on 01223 699214
- Contact Cambridgeshire County Council on 0345 045 5200

REVIEWED BY: Trevor Parker

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