

Extra help at school

Special educational needs and disabilities — a guide for parents and carers
Birchwood Junior School · Forest Skies Federation

1

Worried about your child? Start with their class teacher.

They know your child best in school and can act quickly. If more specialist help is needed, they will bring in our SENDCO — the teacher who co-ordinates support for children with SEND.

2 The kinds of need we support

**Cognition
and learning**

**Communication
and interaction**

**Social, emotional
and mental health**

**Sensory and/or
physical needs**

Your child does not need a diagnosis before we put support in place, and a diagnosis on its own does not mean they have SEND.

3 What happens next

Assess

We look at your child's work and progress, watch them in class, and ask them what they think.



Plan

We agree with you what support will be put in place, and what we expect it to change.



Do

Staff put the support in place — in class, in small groups or one to one.



Review

Every term we look at what worked, and decide together what happens next.

This cycle repeats. A first period of extra support usually runs for about six weeks before we review it with you.

4 The levels of support

Universal

Good teaching, adapted for every child in the class.

Universal +

Extra help in small groups, or a change to how your child works.

Targeted

A personal profile and specific interventions, often with outside advice.

Targeted +

Specialist support and, for some children, an Education, Health and Care Plan (EHCP).

Most children need only the first two levels, and many need extra help for a while and then no longer need it.

5 Nothing is decided without you

We will always talk to you before your child is added to or taken off the SEND register, and we will put the outcome in writing. We need your written consent before we refer your child to any outside service, such as an educational psychologist or a speech and language therapist.

6 When you will hear from us

- Parents' evenings three times a year, with a copy of your child's pupil profile.
- A written report at the end of every year.
- A meeting whenever an outside service is involved.
- An annual review if your child has an EHCP.
- A meeting within about five school days whenever you ask for one.

7 If you are still worried

- Step 1** Talk to the class teacher.
Step 2 Ask to meet the SENDCO.
Step 3 Ask to meet the Headteacher.
Step 4 Use the Complaints Policy on our website.

You can get free, confidential and independent advice at any point from Liaise, Lincolnshire's SEND advice service — they are not part of the school.

8 Where to find out more

Our full SEN Information Report

On the school website — it explains everything here in detail.

Liaise (SEND advice for families)

0800 195 1635 · liaise@lincolnshire.gov.uk

Lincolnshire SEND Local Offer

www.lincolnshire.gov.uk/send-local-offer

The school office

[SCHOOL TELEPHONE NUMBER] · [SCHOOL EMAIL ADDRESS]