



*Saint* GREGORY'S  
*Bath*

## SEND Local Offer

### Key Information

<b>Title</b>		
Prepared By	Mr McDermott	23.9.18
Checked By	Mrs Antonia Corrigan (Chair of Christian Vision Committee and Vice Chair of Governors)	
Approved By	Christian Vision Committee	24.9.18
Version	01.01	
Document Update	September 2018	

### Version History

<b>Version</b>	<b>Date</b>	<b>Amendments</b>
V01.01	24.9.18	Updated in line with new guidance and best practice

## St Gregory's Bath - SEND Local Offer 2018-19

### 1. How do I tell the school if I need extra help?

- If you have any concerns about the progress you are making in school or how you are working, or if you feel you may have a Special Educational Need or Disability you can discuss this with Mr McDermott (SENCo) or Mrs Stack (SEND Manager). You may prefer to discuss the matter with your tutor initially who could then refer the matter to Mr McDermott (SENCo). If you feel unable to talk directly to the SENCo, ask your parents/carers to make an appointment to meet with the SENCo to discuss your concerns. The SENCo can be contacted via email at [mcdermottk@st-gregorys.org.uk](mailto:mcdermottk@st-gregorys.org.uk) and the SEND Manager at [stackk@st-gregorys.org.uk](mailto:stackk@st-gregorys.org.uk). The SENCo can be contacted via the main school telephone number 01225 832873 (Ext 235).

### 2. How will the school work out with me what extra help I need?

- The school screens Year 7 students to determine reading ages.
- All primary schools where St Gregory's students come from are asked to tell us if you have any Special Educational Needs or Disabilities to ensure we can organise the right support for you.
- All students on an Education & Health Care Plan (EHCP) will have their support reviewed at least annually. (An Education & Health Care Plan states what the Special Needs of a child are and how they will be supported. The Code of Practice 2015 says that a child has Special Educational Needs if "they have a learning difficulty or disability which calls for special educational provision to be made for them")

### 3. How will my controlled assessment be organised to achieve my learning goals and meet my individual needs?

- The school will support students with SEND according to their need. This could mean any of the following:
  - Use of a laptop
  - Examination concessions if applicable
  - A Learning Support Mentor in the classroom
  - Literacy/Numeracy Support

### 4. How will I be supported to plan for my learning needs and who will explain it and help me?

- Students with SEND will be assessed prior to a review, to establish the current need, degree of support required and to establish if any specialist support should be requisitioned. This will be done at least annually.

- All teaching staff are briefed by the SENCo about students' needs.
- All teaching staff have been trained in the different types of SEND and how to manage them in the classroom.
- In KS3 students are organised into mixed ability groups which means that students are not labelled.
- Teachers will differentiate tasks in the classroom to assist students in their learning.
- Students with SEND will have the opportunity prior to reviews to complete a one page profile through which the student can identify their needs.

**5. How will the school support me to reach my goals to be as independent as I can be?**

- What support is provided for students with SEND will depend upon the degree of need. The goal of all support is that students should be independent in the future. In order to facilitate this it may be necessary for a student to be assisted. This might be through Learning Support Mentors, Speech and Language, Asperger's Syndrome support, etc, all of which aim to help students to fully access education.
- The Lunchtime Club and Socially Speaking Group both provide emotional and social support for students at Saint Gregory's.
- There is a member of staff with responsibility for transition from Primary to Secondary school (Mrs Richards, Head of Year 7). Mrs Richards visits all the primary schools where students are coming from to St Gregory's to meet with them. Teachers in primary schools should alert St Gregory's to any SEND that transferring students have. In Year 9, all EHCP Annual Reviews have a transition plan in which the student is invited to share their aspirations and hopes for the future. Youth Connect are invited to the Year 9 Annual Review in order to provide guidance and advice. Youth Connect will also be invited to Year 11 Annual Reviews. The school SENCo meets with the SENCo from Bath College annually.

**6. What can I do if I am worried?**

- If you are concerned about your education and/or SEND you can talk with the Mr McDermott (SENCo).
- If you have any general concerns about school you should speak with your tutor.
- If you have worries that have not been addressed and are continuing, you should talk with your Head of Year.
- If there are concerns about home life you may want to discuss these with Mrs McCallan (Family Support Officer)
- It may help, if you are worried about a spiritual matter, to discuss it with Mr Robinson (Lay Chaplain)

**7. How will I know if I am achieving the goals we have agreed for me?**

- Progress Reports are sent out to parents/carers four times during the academic year. These reports outline the progress you are making in all curriculum areas.
- Parents/carers have the opportunity to meet with teaching staff each year to discuss the progress of their child.
- Each Year Group has a Curriculum Guide which outlines what is covered in each subject throughout the year.

<p><b>8. How can I get help if I am worried about things other than my school work?</b></p>
<ul style="list-style-type: none"> <li>• The tutor should be the first person to speak to about any concerns you may have.</li> <li>• If the issues are unresolved they may need to be referred to the Head of Year.</li> <li>• In some cases it will be necessary to seek the advice of the Director of Pastoral Care (Mr McDermott).</li> <li>• An appointment with the School Nurse (Sue Anderson) can be made if there is a need to get medical advice. This can be done either through her 'drop in' time or an appointment can be made through the Family Support Officer or Head of Year.</li> <li>• The school has a Medical Support Officer (Mrs Gailey). Mrs Gailey deals with any first aid needs and staffs the Medical Room. She also keeps students' medicines safe and maintains the records of students with medical conditions.</li> <li>• The Family Support Officer (Mrs McCallan) supports students who feel vulnerable. She has qualifications in counselling and also offers this service.</li> <li>• There may be times when students wish to share concerns about friendships and this can be done through Behaviour Support (Mrs West).</li> </ul>
<p><b>9. What members of staff are there in the school with special training to help young people who need extra help?</b></p>
<ul style="list-style-type: none"> <li>• All teaching staff are teachers of SEND.</li> <li>• All staff have received training in how best to work with students who have Dyslexia, Dyspraxia and Autism.</li> <li>• Specialised training has been provided to all staff on working with students who have specific needs, e.g. hearing impairment.</li> </ul>
<p><b>10. How do school staff get extra help from experts outside the school if they need to?</b></p>
<ul style="list-style-type: none"> <li>• The school has an ongoing programme of professional training for teachers and support staff. This includes how to manage students with diabetes, hearing impairment and autism.</li> <li>• School staff work with outside agencies including Children &amp; Young Peoples Specialist Services, the school nursing service and the police to ensure that students in the school are safe.</li> </ul>
<p><b>11. How will you help me to be included in school activities?</b></p>
<ul style="list-style-type: none"> <li>• Tutors provide daily reminders of what extra-curricular activities are happening.</li> <li>• Tutors will encourage students to attend and take part in inter-house competitions.</li> <li>• The school newsletter, available every Friday on the website (<a href="http://www.st-gregorys.org.uk">www.st-gregorys.org.uk</a>), has details of extra-curricular activities.</li> </ul>

- The school noticeboards are regularly updated, especially in PE and Performing Arts
- The school site has a disabled toilet and lift in both the Kelly Block and Gateway Building.
- The school have made reasonable adjustments for students who are visually impaired and the site is now painted with hazard warnings as recommended by the RNIB.

**12. What help is there to help me get ready to start at my next setting/school/college?**

- A member of staff from St Gregory's will visit you in your primary school. This will be the teacher in charge of Primary Transition (Mrs Richards).
- In Year 5 most Catholic Partner Primary schools visit Saint Gregory's, so you will have the opportunity to visit if you are in one of those schools.
- In the final term of Year 6 there is a Transition Day. You will visit St Gregory's for the whole day, attend lessons and have lunch and break time with the rest of the school.
- You and your parents/carers will be invited to visit Saint Gregory's during the final term of Year 6 to meet with your new class tutor. There is the opportunity in the evening to meet with the SENCo (Mr McDermott).
- If you want to arrange a further visit to Saint Gregory's, please contact the SENCo (Mr McDermott) or the SEND Manager (Mrs Stack) to arrange a visit.
- At the start of Term 1 of Year 7 you will go to lunch early. There will be less homework and Year 7 will have their own area at breaktimes.
- If you are joining mid-year or from another school, your Head of Year will meet with you and your parents/carers to outline the routines at Saint Gregory's.
- If you have an EHCP then staff from Saint Gregory's are invited to your Annual Review Meeting in Year 6 so that we are aware of your needs.

**13. What help is there to help me get ready to start work, be as independent as I can, participate in my community and take responsibility for my health when I become an adult**

- The curriculum is built around knowledge and skills that employers have told us you need for adult life.
- Careers Education Information and Guidance runs through Key Stage 4 to ensure you are given opportunities to reflect on the type of work you would like to do when you are older.

Mr McDermott (SENCo)  
September 2018

Next review: September 2019