

Who should I talk to if I have concerns about my child's needs?

Firstly, make an appointment to speak to the **class teacher**. This can be via the front desk or by emailing enquiries@swallowfieldprimary.com who will then send on to the appropriate member of staff. The class teacher will have immediate information as to how your child is performing at school in all areas. In addition to normal reporting arrangements, staff are always keen to discuss the progress of your child with you. Parents and carers are encouraged to make appointments to discuss any concerns with teaching and support staff. The Senior Leadership team, including Key Stage Leaders, are also available to enhance these discussions where necessary. It is very important to us to have positive dialogue with families to ensure the best possible experience for your child.

Class teachers will be able to put your mind at rest or set up a meeting with a member of the inclusion team if appropriate. Other professionals may be included in this, or a later, meeting. Remember, children may have additional needs at any part of their time in school, it is always best to discuss with staff so we can work together to support your child.

Our Inclusion Team

Ms. Millward is the SENDCO for the school

Mrs. Garratt is the Pastoral manager for the school

_____ is our **SEN Governor**, she meets with, reviews and challenges the SENDCO to ensure children's needs are being met and shares this information with the Governing Body.

If we feel that your child is struggling with any aspects of school life or their development, we will let you know what we have noticed and will be keen to get your input on whether you feel your child struggles with these aspects of their life outside of school. We will monitor what we have noticed and will keep you up to date with what we find. We encourage you to do the same. We may make adaptations to Quality First Teaching (the teaching and learning your child accesses in the classroom) to help your child.

If these needs or difficulties continue, we will provide some extra support within the classroom for your child beyond Quality First Teaching, such as interventions, different ways of accessing activities and learning. We will keep you informed about these.

If your child continues to struggle, we will discuss with you the option of putting your child on an IEP (individual education plan). You will be invited to contribute to this and it will be shared with you.

Ieps are updated at least three times per year, in accordance with the SEND code of practise. Each time, you will have the opportunity to be involved. External professionals such as Speech and Language Therapists, Occupational Therapists and Outreach workers may be invited to contribute to these.

Parents/Carers of all children are offered two formal parent consultations and a written report per year to discuss their child's progress and these continue to be in addition to the IEP meetings for SEN children.