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| All Gloucestershire maintained schools have a similar approach to meeting the needs of pupils with Special Educational Needs and are supported by the Local Authority to ensure that all pupils, regardless of their specific needs, make the best possible progress in school.  All schools are supported to be as inclusive as possible, with the needs of pupils (with Special Educational Needs and or Disabilities), being met in a mainstream setting wherever possible - where families want this to happen.  The School’s SEND Policy can be accessed through the School Website. This pamphlet sets out a brief overview of our Local Offer, which can also be read in full on the School Website  <http://www.holytrinity.gloucs.sch.uk/local-offer/> | **Useful Contacts**  **Headteacher:** Mr Duncan de Gruchy  **SENDCo:** Mrs Karen Belcher  **Chair of Governors:** Mrs Helen Morris  C:\Users\Georgina\Pictures\My Pictures\Work\Holy Trinity\School Buildings and Logo\S5000001.JPG  Jersey Street  Cheltenham  GL52 2JP  **(01242) 515778**  admin@holytrinity.gloucs.sch.uk | *“A Church School Community aspiring for all to live life to the full”*  Our  **Local Offer**  for Pupils with  **SEND** |

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| **Does my child have Special Educational Needs or Disability (SEND)? Who are the best people to talk to?**  It is always best to talk to the class teacher first. In addition, you may wish to talk to the SEND Coordinator (SENDCo) or Headteachers.  **How does this school identify that children have SEND?**  Through assessment and use of relevant SEN criteria as well as talking with parents and class teachers. We may also receive information from your child’s previous pre-school/school.  **How does our school provide support for my child and who will provide this?**  Once your child’s needs have been identified, they will be placed on the SEND Register and an ‘My Plan’ is written. This informs the level of support your child will receive and identifies the nature and detail of that support. Teaching Assistants can support pupils both in class, as part of a small group and via 1:1 intervention. The Class Teacher and SENDCo will decide how this support is implemented and with whom. An inclusive approach to the curriculum, including trips and residential visits, is maintained by the school, with appropriate risk assessments in place for pupils with SEND. | **How will our school involve SEND children in their education?**  All our children are encouraged to be active learners and are provided with effective feedback and support with their learning. All children’s voices are actively encouraged during learning. In addition, individual targets and reviews are specific ways to involve pupils in their education.  **How do we measure progress?**  Alongside Teachers and Teaching Assistants, the SENDCo regularly reviews pupils’ Plans, as well as conducting on-going assessment of children’s levels and progress. This is shared with parents through Parents’ Evenings, My Plan Reviews and end of year reports.  **How do we support your child when transferring in or out of our school?**  We share information (e.g. My Plans, assessment data etc) with any previous or subsequent school, including pre-schools, nurseries or playgroups. We may arrange additional transition visits and provide appropriate support in school for your child where needed.  **What other services do we use for pupils with SEND?**  Advice and guidance may be sought from external agencies depending on identified needs. This may include consulting e.g. an Educational Psychologist, a Speech and Language Therapist or a member of the Advisory Teaching Service. | **How are staff supported in meeting the needs of pupils with SEND?**  This is ensured through regular SEND training, both regarding specific difficulties (e.g. ASD) as well as general SEND needs. All our teachers are SEND practitioners.  **How do we support parents and families?**  In addition to our open door policy, parent evenings and regular SEND reviews provide support. The SENDCo is always happy to meet with you. Please pop into the School Office to make an appointment.  **What role do the Governors have? What does the SEN Governor do?**  [http://www.clipartbest.com/cliparts/nTE/5X6/nTE5X68TA.png](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&docid=n_3m7BG5c3Ya3M&tbnid=oBnMhTaNF19MTM:&ved=0CAUQjRw&url=http://www.clipartbest.com/cartoon-stack-of-books&ei=k8GuU4eQEqr17Aaby4CAAw&bvm=bv.69837884,d.ZGU&psig=AFQjCNGmcuPai3MrlQr5Wvl3CkI4HL2-0Q&ust=1404048141756148)The Governing Body is a source of support and can also be a line of communication for parents. Governors have a duty to ensure parents are kept informed through the SEND Policy and annual report. The designated SEND Governor (Mrs Kath Lynch) meets regularly with the SENDCo and attends relevant meetings regarding SEND provision. |