Richard Lee Primary

SEND Information Report

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Review Cycle	Annually
Review Date	January 2027
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Committee Approved by	Richard Lee Local Governing Body
Author	Miss Azra Foric

Part of the Castle Phoenix Trust

Leading Learning and Excelling Together

Who is the Special Educational Needs and Disabilities Co-Ordinator (SENDCo) at Richard Lee Primary School?



Miss Azra Foric
Email: rlp-sendco@castlephoenixtrust.org.uk
Phone: 024 76 658 800

What are Special Educational Needs and Disabilities?
What kinds of Special Educational Needs and Disabilities do children have at Richard Lee Primary School?

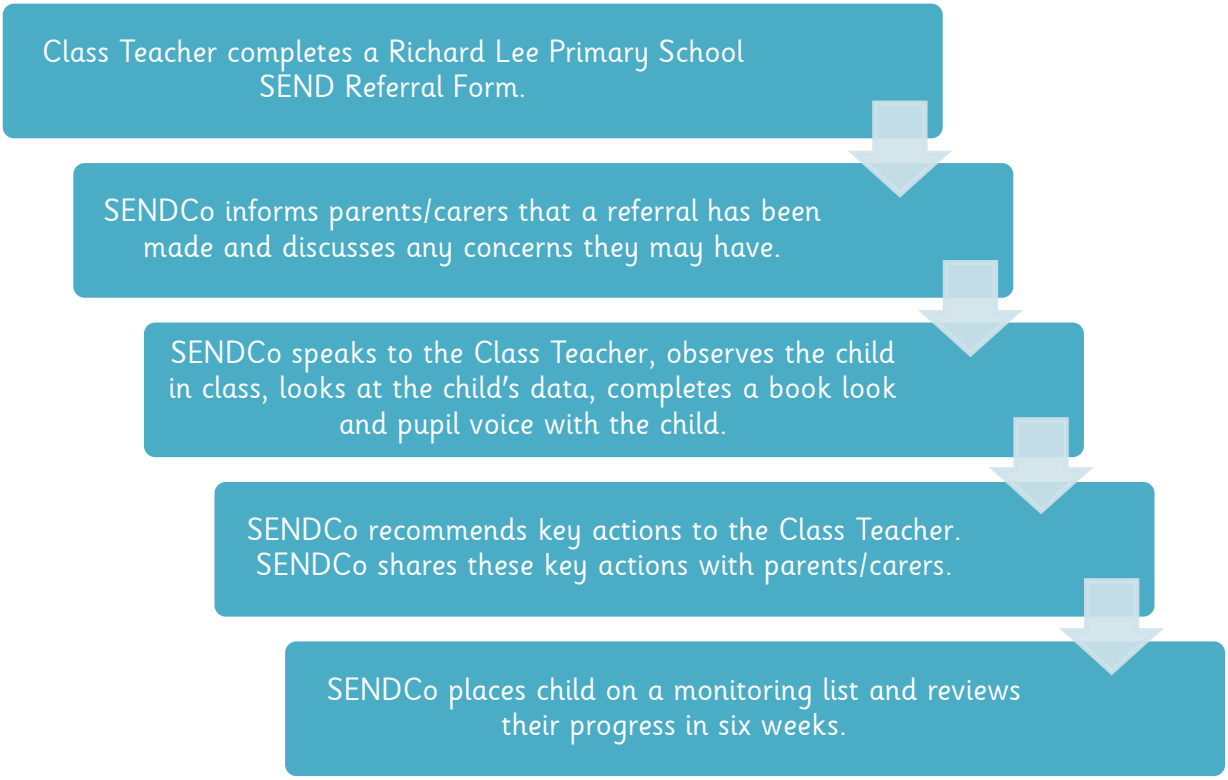
The SEND Code of Practice (2015) states that "A pupil has SEN where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age" (Department For Education, 2015, p.94).

Richard Lee Primary School is a fully inclusive mainstream primary school. Parents/carers of children at Richard Lee Primary School describe us as friendly, welcoming, supportive, caring, attentive, encouraging, and inspiring. We have high aspirations for all our children. We want them to be happy, confident, proud and achieve well. We provide for children with a wide range of Special Educational Needs and Disabilities, including

- Communication and Interaction (including speech and language difficulties and Autistic Spectrum Disorder)
- Cognition and Learning (including moderate learning difficulties and specific learning difficulties such as Dyslexia)
- Social, Emotional and Mental Health (including attention deficit hyperactivity disorder)
- Sensory and/or Physical (including visual impairment, hearing impairment or physical disability)

How does Richard Lee Primary School know if a child has Special Educational Needs and Disabilities?

At Richard Lee Primary School we believe that through high quality teaching children will make measurable progress both personally and academically. Where there is little or no improvement in a child's progress, the steps below are followed.



If there is little or no improvement in the child's progress following the six weeks of monitoring, after a consultation with parents/carers the child would be added onto the Special Educational Needs and Disabilities Register.

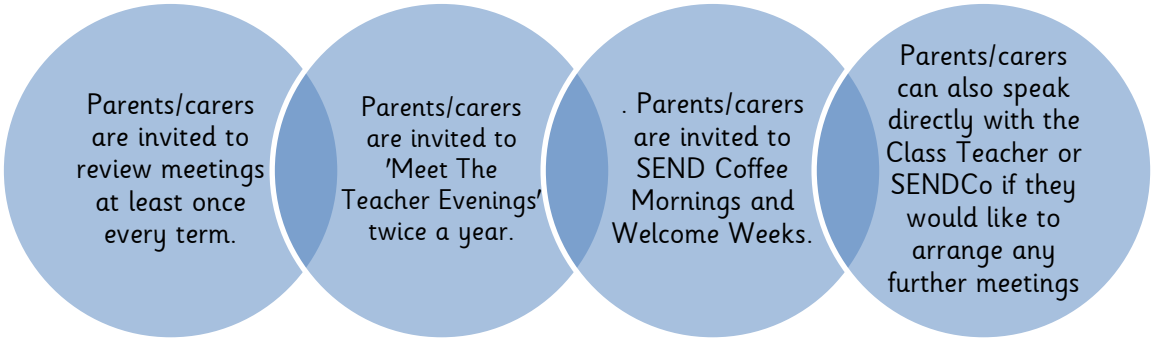
Who teaches children with SEND?

At Richard Lee Primary School we have the highest expectations for all our children. We firmly believe that 'Special Educational Provision is underpinned by high quality teaching and is compromised by anything less (Department For Education, 2015, p.25). All our children with SEND are taught in the classroom by a teacher using a combination of personalised provision and adaptive/responsive teaching strategies if required.

How are parents/carers involved with their child's education?

At Richard Lee Primary school we work closely with parents/carers so that they can share their knowledge and expertise about their child for them to achieve their full potential. Parents/carers are consulted about all decisions which are made in relation to their child. 87% of our parents/carers of children on the SEND Register surveyed in February 2024 said that they agreed or strongly agreed with the statement "The school and I work together to plan how my child's needs will be met."

We are an extremely friendly and approachable school and provide many opportunities for parents/carers to be involved with their child's education.



How are children involved in their education?

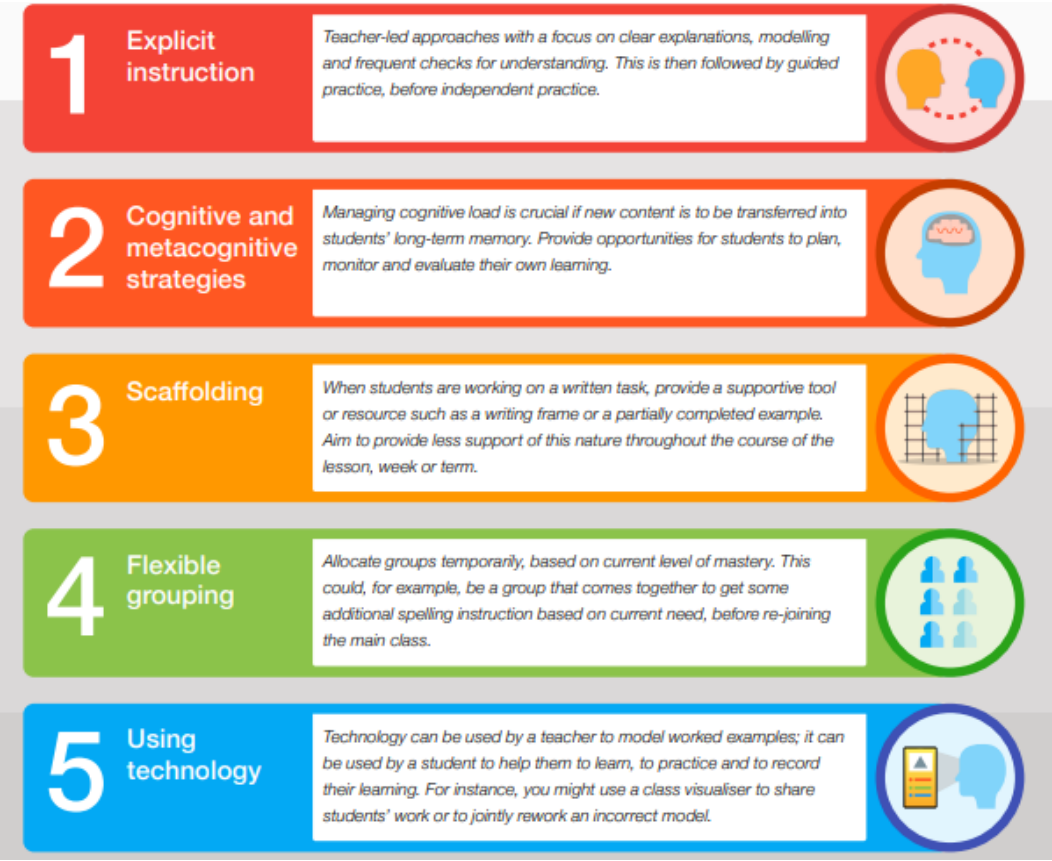
At Richard Lee we actively encourage children to evaluate themselves as learners, express their opinions and make choices. All our SEND pupils have either an Individual Education Plan, My Support Plan or Education, Health and Care Plan which has been created in conjunction with the child, parents/carers, school staff and external agencies (where necessary). These plans contain crucial information about the child's needs, the support that will be put into place to meet these needs and their progress. Children play a crucial role in creating the plan by sharing their strengths, areas they would like to improve on, how they learn best and what support they think they need. 100% of our pupils with SEND who were surveyed agreed or strongly agreed with the following statement "I am given regular opportunities to express my opinions and make choices about my learning."

How does Richard Lee Primary School monitor and review the progress made by children with SEND?
How will parents/carers know if their child is making progress?

At Richard Lee Primary School we monitor and review the progress of our children with SEND through observations in class, pupil voice, book looks, analysis of data, pupil progress meetings and review meetings. Parents/carers of children who are on the SEND Register will be invited into school at least once every term to review their child's progress. At the meeting, the Class Teacher will review your child's progress based on the outcomes that you agreed together. If necessary, parents/carers can speak directly with the Class Teacher or SENDCo to arrange additional meetings.

How is the curriculum and learning environment adapted for children with SEND?

We offer a broad and balanced curriculum which is accessible to all our children. Many children will have their additional needs met through high quality, specifically targeted classroom teaching. At Richard Lee Primary School, we use five specific approaches 'The Five a Day Principle,' daily and flexibly in response to individual needs. Any adaptations which are made will depend on your child's individual needs. The Class Teacher will work with the SENDCo to make these adaptations.



What if my child needs specialist equipment or facilities?

Coventry City Council and/or the NHS will provide school with specialist equipment such as wheelchairs and standing frames if they have been prescribed by a relevant health specialist. The school may also provide SEND equipment where appropriate in consultation with specialist agency advice. At Richard Lee Primary School, reasonable adjustments are always made where required.

What expertise and training do staff have to support children with SEND?

At Richard Lee Primary School we aim to ensure that every member of staff is an effective teacher of children with SEND. The school has a school improvement plan which clearly identifies the training needs for all staff to improve teaching and learning of children with SEND. In addition to this, the training needs of all staff are reviewed as part of the continuing professional developmental process in school. This is to ensure that we continue to strengthen the quality of our teaching and provision in response to the strengths and needs of all our pupils. All staff training is led by the Senior Leadership Team, SENDCo or external agencies. During our recent SEND Coffee Morning (February, 2024) 91% of parents agreed or strongly agreed with the following statement "I have confidence in the leadership of SEND provision within the school."

How will I know if SEND provision is effective?

All children's progress is tracked using our online assessment system. Data is then analysed by our Assessment Lead and discussed with Class Teachers during Pupil Progress Meetings. Successes are celebrated, provision is revised, and interventions are organised accordingly. The Class Teacher and/or SENDCo will meet with parents/carers at least once every term to share children's progress and plan new outcomes.

How does Richard Lee Primary School make sure that children with SEND can access the same activities as children without SEND?

We will always strive to improve access to the physical environment of the school if required. In these circumstances, we will look individually at the child's needs and make any reasonable adjustments. If a child requires specialist equipment the school with liaise with the Local Authority to ensure that this is in place for the child as soon as possible. At Richard Lee Primary School we provide a range of extra-curricular activities for all our pupils including sports, games, and music clubs as well as additional opportunities which are provided through the curriculum. Any adaptations that are required are always made to ensure that the activities meet the needs of all our pupils. Risk assessments are always

carried out prior to any off site activity to ensure the health and safety of all pupils, in addition to considering specific needs of SEND pupils.

How will Looked After Children who have SEND be supported?

Our SENDCo, Miss Azra Foric is also our designated Looked After Children Teacher. On our school website you can find our Looked After Children Policy. If you would like to discuss this policy, please contact Miss Azra Foric.

How does Richard Lee Primary School provide support to improve the social and emotional development of SEND children?

At Richard Lee Primary school we understand the critical importance of focussing upon social and emotional development for all our children. We promote our core values (Unity, Pride, Honesty, Resilience and Kindness) in all that we do.



Furthermore, our weekly PSHE lessons and assemblies also support to improve all our pupils social and emotional development. All our children on the SEND Register have regular opportunities to share their views and this is documented on their individual plans. Provision

is made for any pupils who are identified by class teachers as requiring additional interventions. We provide support through our Pastoral Lead, Social, Emotional, Mental Health and Learning Team Specialist Practitioner and Child and Adolescent Mental Health Service.

How does Richard Lee Primary School involve outside agencies to meet the needs of children with SEND, and support families?

If we have put support in place for your child and this is not having an impact, then our next step would be to consider involving outside agencies. We discuss your child's needs, strengths and difficulties with yourselves, the Class Teacher, SENDCo and the appropriate agency. Together, we would complete the referral paperwork. The SENDCo will keep you informed of any developments.

Currently we work with a wide range of external agencies including:

- SEND Early Years Team
- Educational Psychology Service
- Complex Communication Team
- Social, Emotional, Mental Health and Learning Team
- Sensory Team
- School Nurse
- Occupational Therapy
- Physiotherapy
- Speech and Language Therapy Service
- Child and Adolescent Mental Health
- Neurodevelopmental Team

How does Richard Lee Primary School support my child when they move classes or schools?

At Richard Lee we understand that transitions can be particularly difficult for children with SEND. We provide additional transition arrangements for children who need it. For example, a book which contains essential information about their new class or extra transition sessions in their new classroom with their new class teacher. If your child is moving to a new primary school, secondary school or coming from another primary school then we will always endeavour to talk to the relevant staff and ensure that everything is in place ready for when your child starts.

What measures are in place at Richard Lee Primary School to prevent bullying?

At Richard Lee Primary School we take bullying very seriously. We have a zero-tolerance policy. You can access our clear anti-bullying policy on our school website. Children are all aware of the systems in place for reporting incidents of bullying. Reports of bullying are always followed up by the Class Teacher and a member of the Senior Leadership Team (if required). Any incidents of bullying are recorded to ensure careful monitoring of the situation. We have a PSHE curriculum that addresses bullying. We also have an Anti-bullying week during which the issues of bullying are explored and the impact on others discussed.

Where can I find information about Richard Lee Primary School SEND Policy?

Our school SEND Policy is available on our school website. You can also call the school office to request a paper copy. Our SEND Policy explains our vision, values, and aims for children with SEND. If you would like to discuss our SEND provision or find out more, please contact our SENDCo, Miss Azra Foric.

Who can help me and my child at home?

The Coventry Local Offer website has information about the services that are available to support your child and you.



www.coventry.gov.uk/localoffer

What should I do if I am not happy with the provision my child is receiving?

In the first instance, you should contact the SENDCo, Miss Azra Foric

Email: rlp-sendco@castlephoenixtrust.org.uk
Phone: 024 76 658 800

You can also contact SENDIASS for independent advice
www.coventry.gov.uk/send-information-advice-support-service-iass

If you have a compliant about, SEND provision or practice and would like more information about raising this, please look on our school website for the Complaints Policy.

Who can I contact at Richard Lee Primary School for more information?



Mrs Jenny Stafford – Headteacher
Email: administrator@richardlee.coventry.sch.uk
Phone: 024 76 658 800



Mrs Vicky Darnley – Deputy Headteacher
Email: administrator@richardlee.coventry.sch.uk
Phone: 024 76 658 800



Miss Azra Foric – Assistant Headteacher/SENDCo
Email: rlp-sendco@castlephoenixtrust.org.uk
Phone: 024 76 658 800



Mr Patrick King – SENDCo Assistant
Email: administrator@richardlee.coventry.sch.uk
Phone: 024 76 658 800



Ms Stef Lines – Pastoral Lead
Email: administrator@richardlee.coventry.sch.uk
Phone: 024 76 658 800



Ms Laura Rizzo – Attendance Lead
Email: administrator@richardlee.coventry.sch.uk
Phone: 024 76 658 800