



1. How do we monitor your child's support against the progress they are making?

Your child's support is continually monitored by their teachers and formally reviewed each term by their respective learning coach. All staff working with the child will feed into the discussions around the range of provisions and support your child may need.

It is important that any provision put in place to support your child is successful and makes a difference to their learning and well-being.

If your child is being given any additional support, they will be placed on a watch list for SEND. Measures will be put in place which will include the following: agreed outcomes, type and frequency of provision, adults involved, review date and whether outcomes have been met. Not all children on a watch list will be at SEND support (Wave 2), but all students will receive a pupil passport to help staff identify how best to support the child's progress.

If your child needs SEND support, they may also have an Educational Support Plan which outlines the ways in which provision for your child has been personalised and targeted. An Educational Support Plan will normally have details of the interventions and support the child is receiving and three or four targets around your child's specific needs and the strategies that are being put in place to support your child.

The academy uses the Assess, Plan, Do and Review graduated approach as outlined in the *SEND Code of Practice 2014*. This means that your child is constantly kept under review and that if they are not making progress through a particular provision or support, staff can consider alternative approaches.

You will be kept informed of your child's progress in a variety of ways including termly meetings, informal discussions, parent evenings and consultation meetings.

If your child has an EHC Plan, their progress will be reviewed as above and in addition to this also formally reviewed at an annual review where all adults involved with the child's education are invited to attend or submit reports.

2. How is extra support allocated to children at Castle View Academy?

The Local Authority sets the annual SEND budget for the academy based on the number of students requiring support.

The Principal, in consultation with the LGB, decides on the budget for Special Educational Needs and Disabilities on the basis of needs in the academy.

The Principal and Director of Inclusion and SENCo discuss all the information they have about SEND in the academy, including:

- The children getting extra support already
- The children needing extra support
- The children who have been identified as not making as much progress as would be expected

They then decide what resources/training and support is needed. All resources/training and support are reviewed regularly, and changes made as needed.

3. How will the academy let me know if they have any concerns about my child's learning?

If your child is identified as not making progress, the academy will set up a meeting to discuss this with you in more detail and to:

- Plan next steps and learning outcomes for your child



- Discuss any further assessments or referrals that might take place in the academy or with outside professionals to support your child's learning
- Listen to any concerns you may have

4. Who should I talk to if I am worried about my child's progress and I think my child may have special educational needs?

If you are concerned about your child's progress, you should always speak to your child's form tutor or specific subject teacher in the first instance.

Your child's teachers are responsible for monitoring your child's learning and ensuring they make the best progress they can.

If you continue to have concerns that your child has an unmet special educational need, you should speak to the appropriate learning coach or the SENCo directly.

5. How are the teachers in academy supported to work with children with SEND and what training do they have?

- The SEND and Inclusion Team are available to support in planning for children with SEND
- Teaching staff and support staff attend training courses both internally and externally to support children in their class and for their own professional development as identified through performance management meetings
- Support staff are observed by academy leaders during lessons and given feedback to improve their practice
- Support staff have termly performance management meetings with members of the academy leadership team and identify a personal target for their own professional development

6. Who are the people my child will be working with if they have been identified as having SEND?

Along with their teachers, your child may work with one or more of the following people:

Internal Provisions- Learning Coaches, Learning Support Assistants, ELSAs and Learning Mentors

External Provisions – Educational Psychologist, Behaviour Mentors, Advisory Teacher, Occupational Therapist, Physiotherapist, SALT Specialists, Academy Nurse, Sensory Impairment Team.

Health Provision delivered outside the academy – CAMHS, Paediatrician, Specialist medical support in hospital, Social Services

7. What parental support is available at Castle View Academy if my child has SEND needs?

The SEND and Inclusion Teams are always willing to discuss your child's progress or any concerns you may have. We openly encourage parents and carers to share information about what is working well both at home and at the academy so that consistent successful strategies can be used.

- The SEND and Inclusion Team are available to meet with you to discuss your child's progress or any worries you may have at any time.
- All information from outside professionals will be shared with you by the person involved directly, or where this is not possible, in a report or by the SENCo.
- Educational Support Plans will be discussed together with the teaching and support staff and will be reviewed with your involvement each term.
- The SENCo will be available for Parent Evenings and will give you information about how your child is progressing.



- Portsmouth SEND information, Advice and Support Service

8. How does the academy manage the administration of medicines?

The academy has a policy regarding the administration of medicines which can be found in our Supporting Students with Medical Needs Policy available here: <https://www.castleviewacademy.org.uk/information/policies>

Academy staff are only able to administer medicines for which we have consent from parents and carers, these include any ongoing medical condition.

Your child may need to have a Health Care Plan in place for any long-term medical conditions.

As a staff, we have regular training and updates of medication and conditions affecting individual children and should any child need medical attention, we have trained first aiders who can complete an initial assessment.

9. How is Castle View Academy accessible to children with SEND?

Please refer to our Accessibility Strategy which can be found here:

<https://www.castleviewacademy.org.uk/information/policies>

10. How will my child be able to contribute their views?

At Castle View Academy we value and celebrate each child being able to express their views on all aspects of academy life. Children who have Educational Support Plans discuss their targets with their learning coaches. Teaching and support staff will ask for verbal and/or written feedback throughout the year. Children's views on their learning are also gathered at the annual review of the EHCP. These views can be verbal, written or pictorial depending upon their needs.

11. How will my child be included in activities outside the classroom including academy trips?

All children at Castle View Academy are included in all parts of the academy curriculum and we aim for all children to be included on academy trips. We will provide the best support we can offer to ensure this happens. We always take the correct number of adults with us to ensure all students' needs are met and catered for.

A risk assessment is carried out prior to any off-site activity to ensure everyone's health and safety is considered and not compromised. In the unlikely event that it is considered unsafe for a child to take part in an activity, alternative activities will take place in the academy which will cover the same curriculum areas.

12. How are the academy's resources allocated to match the needs of SEND children?

We ensure that all children who have special educational needs or disabilities have their needs met to the best of the academy's ability with the funds that are available.

We have an Inclusion Team who work with the teaching staff to deliver programmes which aim to address learning needs both in the classroom and within smaller intervention programmes for a variety of subjects and pastoral areas.

The budget is allocated on a needs basis. Children who have a high-level of needs and/or complex needs are given the most support. If there is an EHC Plan in place for a child, they are more than likely to have a Learning Support Assistant for a designated number of hours a week.



13. What if I need to complain?

Firstly, we would always ask you to come into academy and talk to the SENCo or a member of the Inclusion Team.

However, parents/carers have the below rights of redress, should the academy, governors or LA fail in its duty to provide sufficient care, or if the parent/carer disagrees with a decision or feels that there is discriminatory practice:

- The academy's Complaints Policy is available here: : <https://www.castleviewacademy.org.uk/information/policies>
- The disagreement resolution service
- Complaints to OFSTED (about whole SEND provision rather than in relation to individual children and where the complaints procedure has not resolved the complaint)
- An appeal to the SEND First-Tier Tribunal about EHC assessments/plans and/or disability discrimination. This must follow mediation, unless it is a complaint over the naming of an academy placement
- A complaint to the LA Ombudsman (for complaints against LAs if not resolved through the LA complaints procedure)
- Complaint to the Secretary of State (against academies or LAs)