

SEND Information Report - Appendix 1

COVID-19 School Closure arrangements for children with Special Educational needs and Education Health Care Plans (EHCP).

What arrangements are being made for children with special educational needs and those with an EHCP during COVID 19 school closures?

Class teacher	SENDCo
<ul style="list-style-type: none">All work will be set on a two-weekly basis with it being personalised to the children's individual needsVulnerable children and children with EHCPs will be contacted at least once a week, if they are not in schoolAll families will have access to their class teacher through a new year group email that has been set up. All emails are responded to on the same day they are received	<ul style="list-style-type: none">Will Liaise with class teachers and offer support where necessaryWork being sent out to children will be evaluated and reviewed every two weeks with the support of SLTCommunication with multi agencies will continue like previous but through email contact rather than face to face meetingsAll children with an EHCP will have a personalised risk assessment completed on them, which will be reviewed and updated every three weeksAll families have access to the SENDCo email address, which they can contact if there are any concerns or information that needs to be passed onIf an annual review is due during closure, the SENDCo will try to arrange this through a phone call. Where this is not possible, the SENDCo will liaise with the relevant people and propose a new date

Who do I need to contact if I have any queries or concerns?

Sarah Hayford – Senco -s.hayford@ravensdalej.derby.sch.uk
Zoe Cannon – Head Teacher – 01332 512373, head@ravensdalej.derby.sch.uk
Margaret Lord – SEND Governor/Office Manager – 01332 512373, officemanager@ravensdalej.derby.sch.uk
Tracy Morris – Safeguarding and Pastoral Welfare Manager – 01332 512373, t.morris@ravensdalej.derby.sch.uk
Andrea Merriman – Family Liaison Officer – 01332 512373, a.merriman@ravensdalej.derby.sch.uk
Class teacher – please email relevant year group email with your child's class name in the subject field –
year3@ravensdalej.derby.sch.uk
year4@ravensdalej.derby.sch.uk
year5@ravensdalej.derby.sch.uk
year6@ravensdalej.derby.sch.uk

My child has an EHCP and but they need to stay at home for medical reasons etc., what support will I get from school?

Ravensdale Juniors will complete a risk assessment on your child, which will be reviewed every three weeks. Differentiated work will be set and emailed to you every two weeks. If this is not possible, work packs will be available to be collected from the school entrance. On receipt of the differentiated work, you are invited to send completed work to your year group email (see email address above) and the class teacher will respond. School will be making at least weekly check ins. This will be a phone call to check in with the family. Somebody will be in school during the week including Easter and bank holidays and will be available to take any phone calls and respond to emails. If there is any support, you require please ask.

My child has an ECHP and is due an Annual Review, what arrangements are in place for this?

Where possible all annual reviews due to take place during the school closure will still go ahead. The SENDCo will liaise with you either through a video call or phone call, whichever is easier for you. The SENDCo will then do their best to liaise with other relevant professionals where feasible.

If, for whatever reason, this can not happen, the review will be postponed and then arranged for a time, where it can be completed. The family and the Local Authority will be informed and kept up to date by the SENDCo.

What arrangements are being made for the transition back into school once schools are reopened?

Depending on the level of need your child may require, the following options will be available:

- Meet and greet with a key worker at the start of the day
- A reduced timetable to allow the child to acclimatise back to the school routine
- Meetings with parents to discuss the back to school action plan
- A specialised plan (IEP) to be put in place to help with revision of previous learning
- An end of the day meeting with class teachers, to keep parents informed of how the day has been
- A home/school book to be put in place, to write positives from school and home and any challenges that may have arose

Additional Information

SEND Code of Practice Requirement	Covid-19 Arrangements
Arrangements for consulting parents of children with SEN and involving them in their child's education	Parents of children with an EHCP will be called at least once a week to check in with the family. All SEND children will be contacted by email from their class teacher at least once a week and parents are invited to contact them back through the year group emails when ever is necessary.
Arrangements for assessing and reviewing children and young people's progress towards outcomes. This should include the opportunities available to work with parents and young people as part of this assessment and review	IEPs will be reviewed by the class teachers and then checked by the SENDCo. These will then be passed on to the families. There will be an option for the parents to have a review meeting via phone call or if this is not possible they will be asked to respond via email, if they have any comments or issues with the reviewed or new IEP being set.
Arrangements for supporting children and young people in moving between phases of education	The transition portal will be completed with all relevant information about children moving from KS2 to KS3. Secondary school SENDCos will be contacted via phone or email to give them all relevant information about the children moving up to them. Where possible, transition booklets will be emailed/posted out to children who would need extra transition. This will be done in conjunction with the Secondary schools. For Year 2 children, we aim to produce a booklet about the school with photographs, including those of the year 3 teachers, and may be able to organise group tours with a small number at a time.
The approach to teaching children and young people with SEN	If the children are in school, the usual approaches will continue and EHCPs and IEPs will be followed. For children at home, differentiated work specific to the child will be sent home every two weeks. These

	children will have access to the class teacher via email or phone if further support is needed.
How adaptations are made to the curriculum and the learning environment of children and young people with SEN	If the children are in school, the usual provision will be made. If at home, the work sent out will be appropriately differentiated to meet the needs of the child.
Support for improving emotional and social development.	Support will be given by sending homework to support social and emotional development as well as academic. All children in the school will have access to the Brilliant Schools resources to support social and emotional development.
How the school involves other bodies, including health and social care bodies, local authority support services and voluntary sector organisations, in meeting children and young people's SEN and supporting their families	School will continue to liaise with relevant outside agencies including the local authority through phone or email instead of face to face meetings. Any information will be passed on to the family and if direct contact is needed relevant contact information will be given if permission is granted.
The expertise and training of staff to support children and young people with SEND	Staff have been given access to relevant CPD packages relating to SEND. They will be completing these as appropriate.
Evaluating the effectiveness of the provision made for children and young people with SEN	All risk assessments will be evaluated and reviewed every three weeks. Provision set in school and sent out to home is reviewed every two weeks by the SENDCo and SLT.