

# Cookridge Primary School

## SEND School Offer 2023-2024



*Reviewed by Governing Body – September 2023*

*Review – September 2024*

*The SEND school Offer will be published  
on the school website*

*\*Together We Achieve the Extraordinary\**



# Cookridge Primary School

## SEND School Offer

**Normal SEND School Offer has been adapted for COVID. Areas lined out are no longer possible but will be reinstated as and when possible. Information in purple reflects current COVID practice.**

Type of school	Primary School
Specialist provision on site	Nurture provision
Headteacher	Mrs Lynne Hunter
SENDCo	Mrs Chloe Kerr/ Andy Maldonado
Assistant to the SENDCo	Mrs Claire Wilson-Hill/ Amber Barnicoat
Governor with responsibility for SEN	Elio Biondo
Contact details	0113 386 2500
School office Email	<a href="mailto:office@cookridgeprimaryschool.org.uk">office@cookridgeprimaryschool.org.uk</a>
SENDCo Email	<a href="mailto:chloe.kerr@cookridgeprimaryschool.org.uk">chloe.kerr@cookridgeprimaryschool.org.uk</a> or <a href="mailto:andy.maldonado@cookridgeprimaryschool.org.uk">andy.maldonado@cookridgeprimaryschool.org.uk</a>
School office Telephone	0113 386 2500
SENDCo team Telephone	0113 386 2500
Local offer website link	<a href="http://www.leeds.gov.uk/residents/Pages/Leeds-local-offer.aspx">http://www.leeds.gov.uk/residents/Pages/Leeds-local-offer.aspx</a>
Age Range	5 – 11 years
Funding	

All Leeds 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



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to be as inclusive as possible, with the needs of pupils with a Special Educational Needs and or Disability being met in a mainstream setting wherever possible, where families want this to happen.

### Admissions

Students with SEND are allocated places in the following way:

- Those pupils who have SEND but do not have an Education, Health and Care Plan (EHCP) are admitted via the normal school admissions criteria.
- Those pupils with EHCPs, must request for Cookridge Primary School to be named on their EHCP and this must then be sent to your child's case work officer, who will then inform the school of your choice. The named school will then be sent your child's EHCP and consider if the placement will be able to meet the needs of your child as described in the EHCP. You will be then advised by your case work officer if the school is able to meet their needs or not.

Detailed information and guidance of how to apply for a place at Cookridge Primary both if your child has an EHCP, or has special needs but does not have an EHCP, can be found on the following link:

<https://www.leeds.gov.uk/schools-and-education/school-admissions>

### PEOPLE WHO SUPPORT CHILDREN WITH SPECIAL EDUCATIONAL NEEDS IN THIS SCHOOL:

School Based Information	Staff	Summary of Responsibilities
<b>Who are the best people to talk to in this school about my child's difficulties with learning/ Special Educational Needs and/or disabilities (SEND)?</b>	The SENDCo team Mrs Chloe Kerr/A Maldonado- Special Educational Needs Coordinator  and Mrs Claire Wilson Hill/ A Barnicoat - Assistant to the SENDCo  Leaders of Learning:	The SENDCo is responsible for: <ul style="list-style-type: none"><li>• Coordinating all the support for children with special educational needs and disability (SEND) and developing the school's SEND Policy to make sure all children get a consistent, high-quality response to meeting their needs in school.</li><li>• Ensuring that you are:<ul style="list-style-type: none"><li>• involved in supporting your child's learning</li><li>• kept informed about the support your child is getting</li><li>• involved in reviewing how they are doing</li></ul></li></ul>



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	Mr N Kershaw – Upper Key Stage 2 Mr S Gamble – Lower Key Stage 2 Mrs H Koopman – Key Stage 1 Mr B Kerr – Foundation Unit	<ul style="list-style-type: none"> <li>part of the process in planning ahead for them.</li> <li>Liaising with all the other people who may be coming into school to help support your child's learning e.g., Speech and Language Therapy, Educational Psychologist etc.</li> <li>Updating the school's SEND register (a system for ensuring all the SEND needs of pupils in this school are known) and making sure that there are excellent records of your child's progress and needs.</li> <li>To provide specialist support for teachers and support staff in the school so they can help your child (and other pupils with SEND in the school) achieve the best possible progress in school.</li> </ul>
	Class teachers	<p>Class teachers are responsible for:</p> <ul style="list-style-type: none"> <li>Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (this could be things like targeted work, additional support) and letting the SENDCo know as necessary.</li> <li>Ensuring that all staff working with your child in their classroom are supported to deliver the planned work/programme for your child, so they can achieve the best possible progress. This may involve the use of additional adults, outside specialist help and specially planned work and resources.</li> <li>Ensuring that the school's SEND and Teaching and Learning Policy is followed in their classroom, and for all the pupils they teach with any SEND.</li> </ul>
	Mrs L Hunter - Headteacher	<p>The Headteacher is responsible for:</p> <ul style="list-style-type: none"> <li>The day-to-day management of all aspects of the school, this includes the support for children with SEND.</li> <li>The Headteacher will give responsibility and delegate to the SENDCo team and class teachers but is still responsible for ensuring that your child's needs are met.</li> <li>The Headteacher must make sure that the Governing Body is kept up to date about any issues in the school relating to SEND.</li> </ul>



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	SEND Governor	<p>The SEND Governor is responsible for:</p> <ul style="list-style-type: none"> <li>Making sure that the necessary support is made for any child who attends the school who has SEND.</li> </ul>
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### HOW COULD MY CHILD GET HELP IN SCHOOL?

Children in school will get support that is specific to their individual needs. This may be provided by the class teacher or may involve:

- Other staff in the school
- Staff who will visit the school from the Local Authority central services such as the Sensory Service (for students with a hearing or visual need)
- Staff who visit from outside agencies such as the Speech and Language therapy (SALT) Service and Educational Psychology Service

<b>What are the different types of support available for children with SEND in this school?</b>	<ul style="list-style-type: none"> <li>Our school's provision map shows the range of interventions in place in our school which may be used when we identify a need for additional support.</li> <li>When the school identifies the need for additional intervention to enable a pupil to make expected progress, the parents/carers will be informed of the planned support and may be invited to a meeting at the school / be contacted by telephone to discuss this further or a letter sent home outlining the intervention. If the pupil meets a criterion for special educational needs or disabilities (SEND), a plan will detail the exact support the pupil will receive at Wave 1, Wave 2 and Wave 3.</li> <li>We will monitor the progress of all children receiving additional support to ensure that the provision we have put in place is having the impact we are expecting.</li> <li>Governors are responsible for monitoring the effectiveness of the provision in place for pupils identified with SEND and they will receive a report from the SENDCo on the progress of pupils with SEND.</li> </ul>		
	Wave 1	<ul style="list-style-type: none"> <li>Ensuring that the teacher has the highest possible expectations for your</li> </ul>	All children in school should be getting this as



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	<p>Class teacher input via excellent targeted classroom teaching also known as Quality First Teaching.</p>	<p>child and all pupils in their class.</p> <ul style="list-style-type: none"> <li>Ensuring that all teaching is based on building on what your child already knows, can do and can understand.</li> <li>Putting in place different ways of teaching so that your child is fully involved in learning in class. This may involve things like using more kinaesthetic learning and personalised teaching and learning approaches.</li> <li>Putting in place specific strategies (which may be suggested by the SENDCo or outside staff) to support your child to learn.</li> </ul>	<p>a part of outstanding classroom practice as appropriate.</p>
	<p>Wave 2</p> <p>Specific group work with a smaller group of children. This group may be</p> <ul style="list-style-type: none"> <li>Taught in the classroom.</li> <li>Taught in a separate space away from the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>Your child's teacher will have carefully checked on your child's progress and will have decided that your child has gaps in their understanding/learning and needs some extra support to help them make the best possible progress.</li> <li>A member of staff may run sessions using the teacher's plans either in a small group or within the classroom setting.</li> </ul>	<p>Any child who has specific gaps in their understanding of a subject/area of learning.</p> <p><i>SEND Code of Practice: Identifying learning needs and effective small group support/interventions Plan/Do/Review</i></p>
	<p>Wave 3</p> <p>Specialist groups run by or in partnership with outside agencies e.g. Speech and Language therapy or Occupational therapy groups</p>	<ul style="list-style-type: none"> <li>Your child will have been identified by the class teacher/SENDCo (or you will have raised your worries) as needing more specialist input instead of or in addition to outstanding class room teaching and intervention groups.</li> <li>You will be asked to come to a meeting to discuss your child's progress and help plan possible ways forward.</li> <li>You may be asked to give your permission for the school to refer your child to a specialist professional e.g. a Speech and Language Therapist or Educational Psychologist. This will help the school and yourself</li> </ul>	<p>Children with specific barriers to learning that cannot be overcome through Quality First Teaching and intervention groups.</p> <p><i>SEND Code of Practice: SEN Support - have been identified by the</i></p>



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	AND/OR Individual support	<p>understand your child's particular needs better and be able to support them better in school.</p> <ul style="list-style-type: none"> <li>The specialist professional will work with your child to understand their needs and make recommendations, which may include: <ul style="list-style-type: none"> <li>Making changes to the way your child is supported in class e.g., some individual support or changing some aspects of teaching to support them better</li> <li>Support to set better targets which will include their specific expertise for teachers to implement</li> <li>A group run by school staff under the guidance of the outside professional e.g., a behaviour, speech and language group</li> <li>Group or individual work with an outside professional</li> <li>Support by families to work on specific targets at home</li> </ul> </li> <li>The school may suggest that your child needs some agreed individual support in school. They will tell you how the support will be used and what strategies will be put in place.</li> </ul>	<p><i>class teacher/SENDCO as needing some extra specialist support in school from a professional outside the school.</i></p>
	Specified Individual support for your child in school.	<ul style="list-style-type: none"> <li>The school (or parent) can request that the Local Authority carry out a statutory assessment/EHC (Education, Health and Care Plan) detailing your child's needs. This is a legal process and you can find more detail about this in the Leeds Local Offer. This is a person-centred review and will involve a SEND Caseworker.</li> <li>Within 6 weeks after the school (or parent) have sent the request to the Local Authority (with collective information about your child) a Multi-Agency Panel (MAP) is held to discuss the request and decide whether or not to proceed with the EHC Needs Assessment. The child/young person and family are invited to this meeting, along with the professional who made the initial request (if applicable). This decision is made by the Local Authority. If it is decided not to proceed with the EHC Needs Assessment, the family are signposted to alternative</li> </ul>	<p>Children whose learning needs are:</p> <ul style="list-style-type: none"> <li>Severe, complex and lifelong</li> </ul> <p><i>Usually, your child may also need specialist support in school from a professional outside the school.</i></p>



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		<p>sources of support with the Local Offer.</p> <ul style="list-style-type: none"> <li>• If it has been agreed that an EHC Needs Assessment is appropriate, the council will gather any further evidence and advice required from people who are involved with the child/young person and family. The professionals have six weeks to submit their advice. Once all of this information and advice has been gathered, in most cases the council will begin to draft the EHC plan. In some cases, the council may decide that the support required for the child or young person is available through a supportive action plan and would not need EHC plan.</li> <li>• Once a draft plan is written the local authority must send the draft EHC plan (including the appendices containing the advice and information gathered during the EHC needs assessment) to the child's parent or to the young person and give them at least 15 days to give views and make representations on the content. During this period, the local authority must make its officers available for a meeting with the child's parent or the young person on request if they wish to discuss the content of the draft EHC plan. A next steps meeting will be held, and everyone who has contributed to the plan, including parents/carers are invited</li> <li>• The Education, Health and Care Plan will outline the support your child will from the LA and how the support should be used and what strategies must be put in place. It will also have long and short term outcomes for your child.</li> </ul>	
<b>How will the curriculum be matched to my child's/young person's needs?</b>	<ul style="list-style-type: none"> <li>• All teachers are provided with information on the needs of individual pupils so that they can plan the learning within our curriculum to ensure that all pupils are able to make progress.</li> <li>• Differentiation is planned for groups and individuals according to need: for example, for a child who has Speech, Language and Communication Needs (SLCN), teachers will use personalised communication strategies and/or pictures to support them to understand new vocabulary.</li> </ul>		
<b>How will both you and I know how my</b>	<ul style="list-style-type: none"> <li>• Annual reports and Parents' consultations give all parents and carers regular feedback on their child's up to date academic</li> </ul>		





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<b>child/young person is doing and how will you help me to support my child's/young person's learning?</b>	<p>levels, individual targets and any behavioural, emotional or social difficulties.</p> <ul style="list-style-type: none"> <li>• When appropriate, parents/carers may be contacted mid-term to discuss the support that the school are providing and how they can help their child at home: this may be a phone call or an online meeting. Pupils' views will be obtained and when appropriate, they may attend all or part of any meeting.</li> <li>• Pupil passports are shared and discussed with parents. Parents/ carers and pupils are involved in developing their targets and the progress they make towards achieving them.</li> <li>• Pupils with a pupil passports will be able to add information, comments and work to highlight progress.</li> </ul>
<b>How can I let the school know I am concerned about my child's progress in school?</b>	<ul style="list-style-type: none"> <li>• If you have concerns about your child's progress you should speak to your child's teacher initially, by booking an appointment.</li> </ul> <p>The concerns may need referring if your child is still not making progress, to the SENDCo Team: Mrs C Kerr/Mr Andy Maldonado - Special Educational Needs Coordinator and Leaders of Learning: Mr N Kershaw – Upper Key Stage 2, Mr S Gamble – Lower Key Stage 2, Mrs H Koopman – Key Stage 1, Mr B Kerr – Foundation Unit</p> <ul style="list-style-type: none"> <li>• If you continue to feel that your child is still not making progress you should speak to the Headteacher or the school SEND Governor.</li> </ul>
<b>How will the school let me know if they have any concerns about my child's learning in school?</b>	<ul style="list-style-type: none"> <li>• When a teacher or a parent has raised concerns about your child's progress, and targeted teaching has not met the child's needs, the teacher must raise this with the SENDCo.</li> <li>• At Cookridge Primary School we hold termly pupil progress staff meetings at which children who give concern are discussed and appropriate actions agreed and reviewed. Teachers are able to raise any concerns and seek advice from the SENDCo whenever there is a need.</li> <li>• At Cookridge Primary School, there are regular meetings within the Key Stage teams to ensure all children are making good progress. This is another way your child may be identified as not making as much progress as they could be.</li> <li>• If your child is then identified as not making progress the school will set up a meeting to discuss this with you in more detail. <ul style="list-style-type: none"> <li>○ To listen to any concerns you may have,</li> <li>○ To discuss with you any referrals to outside professionals to support your child's learning.</li> </ul> </li> </ul>
<b>How is extra support allocated to children and how do they</b>	<ul style="list-style-type: none"> <li>• Quality First Inclusive Practice (Wave 1) is clearly defined in our setting and we expect all staff to deliver this.</li> <li>• Should additional (Wave 2 or 3) support be required, this is undertaken after consultation with the relevant staff, the learner</li> </ul>



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<b>move between the different levels?</b>	<p>and their families as necessary. All interventions are monitored for impact and outcomes are defined at the start of any intervention. The SENDCo team oversees all additional support and regularly shares updates with the SEND Governor.</p> <ul style="list-style-type: none"> <li>• The school budget, received from Leeds City Council, includes money for supporting children with SEND.</li> <li>• The Head Teacher decides on the budget for Special Educational Needs in consultation with the school governors, on the basis of needs in the school.</li> <li>• The Head Teacher and the SENDCO team discuss all the information they have about SEND in the school, including <ul style="list-style-type: none"> <li>○ the children getting extra support already</li> <li>○ the children needing extra support</li> <li>○ the children who have been identified as not making as much progress as would be expected.</li> </ul> </li> <li>• Decisions are then made in regard to what resources/training and support is needed.</li> <li>• All resources/training and support are reviewed regularly and changes made as needed.</li> </ul>	
<b>Who are the other people providing services to children with an SEN in this school?</b>	A. Directly funded by school	<ul style="list-style-type: none"> <li>• Learning Support Assistants and Family and Attendance Officer</li> <li>• Speech and Language Therapy through Chatterbug</li> <li>• School councillor</li> <li>• Art Therapy Teacher</li> </ul>
	B. Paid for centrally by the Local Authority but delivered in school	<ul style="list-style-type: none"> <li>• Educational Psychology Service</li> <li>• Sensory Service for children with visual or hearing needs</li> <li>• Speech and Language Therapy (provided by Health but paid for by the Local Authority).</li> </ul>
	C. Provided and paid for by the Health Service but delivered in school	<ul style="list-style-type: none"> <li>• School Nurse</li> <li>• Occupational Therapy</li> </ul>
<b>How are the teachers in school supported to work with children</b>	<p>The job of the SENDCo team is to support the teachers in planning for children with SEND.</p> <ul style="list-style-type: none"> <li>• The school supports continuous professional development as a priority to enable staff to improve the teaching and learning of children including those with SEND. The SENDCo has completed the National College Award for SENDCo's</li> </ul>	



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<p><b>with an SEN and what training do they have?</b></p>	<p>(NASENCO). This includes whole school information &amp; training on SEND issues such as ASC, dyslexia, attachment etc.</p> <ul style="list-style-type: none"> <li>• Individual teachers and support staff attend training courses run by outside agencies that are relevant to the needs of specific children in their class e.g., from the Speech and Language Therapy Service, STARS</li> </ul>
<p><b>How will the teaching be adapted for my child with learning needs (SEND)?</b></p>	<ul style="list-style-type: none"> <li>• Teachers plan lessons according to the specific needs of all groups of children in their class.</li> <li>• Support staff will support with your child's learning in the classroom.</li> <li>• Specific resources and strategies will be used to support your child individually and/or in groups.</li> <li>• Planning and teaching will be adapted on a daily basis if needed to try to meet your child's learning needs.</li> <li>• Quality First Inclusive Practice (Wave 1) is clearly defined in our setting and we expect all staff to deliver this.</li> <li>• Should additional (Wave 2 or 3) support be required, this is undertaken after consultation with the relevant staff and the learner as necessary. All interventions are monitored for impact and outcomes are defined at the start of any intervention. The SENDCo oversees all additional support and regularly shares updates with the SEND Governor.</li> </ul>
<p><b>How will we measure the progress of your child in school?</b></p>	<ul style="list-style-type: none"> <li>• Your child's progress is continually monitored by their teachers and Key Stage leaders.</li> <li>• Their progress is reviewed formally every term and an assessment is given.</li> <li>• If your child is not accessing the area of curriculum linked to their year group, your child will be assessed using another scale of levels that assess attainment. The levels are called 'B squared'.</li> <li>• At the end of Key Stage 2 the school is required to report English, Maths and Science National Curriculum levels for your child. This is something the government requires all schools to do and the results are published nationally.</li> <li>• The progress of children with an EHC Plan is formally reviewed at an Annual Review with all adults involved with the child's education and the child themselves if appropriate. Review meetings can be held more regularly if there is an identified need.</li> <li>• The SENDCo team will also check that your child is making good progress within any individual work and in any group that they take part in.</li> </ul>



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<p><b>What support do we have for you as a parent of child with SEND?</b></p>	<ul style="list-style-type: none"> <li>• We work in partnership with parents to support each child/young person's well-being, learning needs, progress and aspirations.</li> <li>• If you have any concerns regarding your child, please book a meeting with your child's class teacher or e-mail the school office. All of this information is passed onto Mrs Kerr, the SENDCo in school.</li> <li>• We would like you to talk to your child's teachers, Key stage leader, by pre booking meetings so we know what they are doing at home and we can tell you about what we are doing in school. We hope this will make sure that we are doing similar things to support your child both at home and school and can share what is working in both places.</li> <li>• The SENDCo is available to meet with you to discuss your child's progress or any concerns/worries you may have and will also hold pupil progress meetings for those children identified as needing SEN Support or for those who have an EHC Plan.</li> <li>• All information from outside professionals will be discussed with you directly, or where this is not possible, in a report. The SENDCo team will also arrange to meet with you to discuss any new assessments and ideas suggested by outside agencies for your child.</li> <li>• Homework will be adjusted as needed to your child's individual needs.</li> </ul>
<p><b>What support will there be for my child's/young person's overall well-being?</b></p>	<ul style="list-style-type: none"> <li>• The well-being of all of our pupils is our primary concern at Cookridge Primary School. They are supported with their social and emotional development throughout the school day, through the curriculum and extra-curricular activities. Personal, Social and Health Education (PSHE) and Social and Emotional Aspects of Learning and Restorative Practice are integral to our curriculum.</li> <li>• Additional support from specialist staff is arranged as needed for individual pupils, both in and out of the classroom; a tailored personal plan may be put in place for pupils with the highest need.</li> <li>• Our Behaviour Policy; which includes guidance on expectations, rewards and reflection time is fully understood and in place by all staff.</li> <li>• We regularly monitor attendance, support pupils returning to school after absence and take the necessary actions to prevent prolonged unauthorised absence.</li> <li>• Relevant staff are trained to support medical needs and in some cases all staff receive training. We have a medical policy in place.</li> <li>• SEND pupils' views are sought through pupil voice, school council and regular check ins.</li> </ul>



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<p><b>How have we made Cookridge Primary School accessible to children with SEN?</b></p> <p><b>(Including after school clubs etc.)</b></p>	<ul style="list-style-type: none"> <li>• Cookridge Primary School is an inclusive setting that welcomes all children regardless of their abilities.</li> <li>• The school is accessible to children and adults, with disabled access and toilet facilities.</li> <li>• We ensure that equipment used is accessible to all children regardless of their needs.</li> <li>• Key words and literacy resources are used across the school to support learning.</li> </ul>
<p><b>How will we support your child when they are leaving this school?</b></p> <p><b>OR moving to another Year?</b></p>	<ul style="list-style-type: none"> <li>• We have an Induction process in place for welcoming all new learners to our setting including home visits wherever possible.</li> <li>• We have very good relationships with our feeder settings and the settings that most of our pupils move onto; we share information to support pupils' learning and well-being at transition.</li> <li>• Further support is provided as necessary for those with SEND including additional visits to the new setting, both individually and as part of an enhanced transition programme for identified pupils.</li> <li>• Information is regularly shared between key stage teams so that children's progress is consistently monitored and evaluated.</li> <li>• Pupils are provided with key information (where possible), such as pictures of staff, to support them with transitional periods.</li> </ul>
<p><b>What training have the staff supporting children and young people with SEND had or are having?</b></p>	<ul style="list-style-type: none"> <li>• We regularly invest time and money in training our staff to improve Wave 1 provision for all students, to develop enhanced skills and knowledge to deliver Wave 2 (short term support interventions) and Wave 3 (individualised support and interventions).</li> <li>• Our Special Educational Needs Co-ordinator (SENDCo) is a qualified, experienced teacher and holds the National Qualification in Special Educational Needs, as well as receiving ongoing SEN training in specific areas.</li> <li>• All our teachers hold qualified teacher status and all staff members, including TAs and HLTAs, receive regular training to best support our pupils with SEND, for example in Autism, speech and language needs.</li> </ul>
<p><b>How will my child/young person be included in activities outside</b></p>	<ul style="list-style-type: none"> <li>• Our SEND/Inclusion Policy promotes involvement of all of our learners in all aspects of the curriculum including activities outside the classroom.</li> <li>• Where there are concerns for safety and access, a personalised risk assessment is carried out to consider if reasonable adjustments can be made to meet any additional needs; if appropriate parents/carers are consulted and involved in</li> </ul>



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<b>the classroom including school trips?</b>	planning.
<b>Who can I contact for further information</b>	<ul style="list-style-type: none"><li>• In the first instance, parents/carers are encouraged to talk to their child's class teacher or key stage leader by booking appointments. For students with SEND, further information and support can be obtained from the SENDCo.</li></ul>