

1. Who are the best people to talk to in this school about my child's difficulties with learning / Special Educational Needs or Disability (SEND)?

The class teacher

Responsible for

- Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (this could be targeted work or additional support) and letting the Special Education Needs and Disabilities Coordinator (SENDCo) know as necessary.
- Writing Pupil Progress targets/Individual Education Plans (IEPs), and sharing and reviewing these with parents at least once each term and planning for the next term.
- Personalized teaching and learning for your child as identified on the school's provision map.
- Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND.

The SENDCo: Mrs Ann Crossman

Responsible for

- Developing and reviewing the school's SEND policy.
- Coordinating all the support for children with special educational needs or disabilities (SEND)
- Ensuring that you are
 - i) involved in supporting your child's learning
 - ii) kept informed about the support your child is getting
 - iii) involved in reviewing how they are doing.
- Liaising with all the other people who may be coming in to school to help support your child's learning, e.g. speech and language therapy, educational psychology etc.
- Updating the school's SEND List (a system for ensuring that all the SEND needs of pupils in this school are known) and making sure that records of your child's progress and needs are kept.
- Providing specialist support for teachers and support staff in the school, so that they can help children with SEND in the school to achieve the best progress possible.

The Head teacher: Mrs Anna Norden

Responsible for

- The day-to-day management of all aspects of the school; this includes the support for children with SEND.

- The Head teacher will give responsibility to the SENDCo and class teachers, but she is still responsible for ensuring that your child's needs are met.
- The Head teacher must make sure that the Governing Body is kept up to date about issues relating to SEND.

The SEND Governor Mrs Clare Daniel

Responsible for

- Making sure that the necessary support is given for any child with SEND who attends the school.
- Involving other bodies, including health and social, local authority support services and voluntary organisations, in meeting the needs of pupils with special educational needs and in supporting the families of such pupils
- Responding to complaints from parents or pupils with special educational needs concerning the provision made at the school.

School contact telephone number: 01954 273312

Parent Governor / Chair of Governors – Mr Andrew Baker

Email : office@swavesey.cambs.sch.uk

Website www.swavesey.cambs.sch.uk

The LEA – Cambridgeshire

Responsible for

Working together with children and young people with special educational needs and/or disability (SEND) and their families to access and enjoy learning, participate in communities and achieve.

Link to the Cambridgeshire Schools and Settings Local Offer – [Click here](#)