

## **Message from the LEARNING SUPPORT DEPARTMENT:**

We are pleased to welcome you to the SEND Department, here at Gaynes Academy. These pages will give you an insight into the values and work of the LEARNING SUPPORT DEPARTMENT at Gaynes.

The SENCO, in collaboration with the head teacher and governing body, plays a key role in determining the strategic development of the SEND policy and provision in the school in order to raise the achievement of children with SEND.

I am Miss Guthrie and my key responsibilities as the SENCO include:

- Overseeing the day to day operation of the school's SEND policy
- Liaising with and advising teachers
- Managing the SEND team of teachers and learning support assistants
- Coordinating the provision for students with special educational needs
- Overseeing the records on all students with special educational needs
- Liaising with parents of students with special educational needs
- Contributing to the in-service training of staff
- Liaising with external support agencies

To get in contact, please ring the school reception on 01708 502900, and then ask to be put through to SEND.

## **The Learning Support Assistant**

Learning Support Assistants make a valuable contribution to the achievements of students. They may attend to a student's care needs but a high proportion of their role is educational. The key responsibilities of the LSA include:

### **Support for Students:**

- To provide in class, small group or individual support
- To offer help, as appropriate, to any student experiencing difficulties
- To praise, encourage and develop positive relationships
- To foster the participation of students in the social and academic processes of the school
- To enable students to become more independent learners
- To help raise the standards and achievement for all students

### **Support for Teachers:**

- To help develop effective collaborative working across the curriculum to support SEND students
- To assist in the preparation of teaching and learning materials for students with SEND
- To assist in the development and implementation of appropriate systems for recording the progress of students with SEND
- To assist in the management of the whole class
- To assist with display work
- To provide regular feedback to the SENCO

## **Support for the School:**

- To promote home school liaison for students with SEND
- To contribute to review procedures for students with SEND
- To liaise with staff and other relevant professionals and provide information about students as appropriate
- To contribute to the evaluation of the school's SEND policy and practice through discussions with relevant staff
- To attend appropriate in-service training provided by school or LEA
- To be aware of and follow school policies and procedures
- To participate in educational visits
- To attend meetings required for information, planning and development
- To respect confidentiality at all times

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## **Aims and Ethos**

At Gaynes we value all students equally. Our guiding principle is one of Inclusion. We want to identify and break down possible barriers to learning.

The aim of Gaynes SEND policy is to develop a system of support, which enables students with special educational needs to make the greatest possible progress. The support systems are based on comprehensive whole school systems of monitoring, assessment and intervention.

## **Objectives in making provision for pupils with SEND**

- To ensure that all students including those with difficulties and disabilities have equal access to a broad, balanced curriculum which is differentiated to identify individual needs and abilities.
- To ensure that all teachers are aware it is their responsibility to meet the special educational needs of students. In this they can draw on the resources of the whole school.
- To ensure that every student has his or her particular needs recognised and addressed.
- To seek the views of the student and involve him/her in the process of support.
- To offer the high quality support to ensure that all student needs are met.
- To fully involve parents/carers in the process of provision for the student.
- To acknowledge and draw on parental knowledge and expertise in relation to their child.
- To ensure the aims of education for students with difficulties and disabilities are the same as those for all students.
- To maximise the opportunities for students with special educational needs to participate in all the activities of the school.
- To enable all students to experience success.
- To ensure that consideration of SEND crosses all curriculum areas and all aspect of teaching and learning.

- To ensure that all teachers encompass the good special needs practice which is beneficial for all students.
- To ensure awareness amongst staff that any student may encounter difficulties at some stage

## **Support for your learning**

### **How can your family help you?**

Support from home is vital for all students, including those with special education needs.

By listening to parents / carers we can understand students' needs better.

By working in unison with them a strong framework of support can be provided to help students feel safe secure and ready to learn.

Parents / carers can help in the following ways, which may seem just everyday common things but are crucial to help young people succeed.

- Help your child to organise herself / himself.
- Ask your child to keep books in one place at home.
- Pack your child's bag for school with her/him until this can be done independently, do this in the evening if possible.
- Ask your child how the day at school went.
- Ask them to show you some work and give them praise for what has been achieved.
- If possible work with your child at home.
- Encourage your child to give regular time to homework and look at her/his homework diary at least once a week.
- Contact the school if you have any concerns about how your child is getting on.
- Listen to your child read and help them to understand key words in different subjects and to learn their times tables.
- Give plenty of praise and encouragement.

### **Website to help students:**

- <http://www.bbc.co.uk/schools/gcsebitesize/>