



# St. Matthew's C. of E. Primary School with Brunel Nursery School

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## Special Educational Needs and Disability INFORMATION REPORT

### *St. Matthew's Church of England Primary School's mission statement*

*We aim to provide a positive learning experience in a safe and respectful environment. We strive to teach an inspiring and inclusive curriculum that promotes a love of learning. As a Christian school, we endeavour to develop the spiritual and moral values of all members of the St. Matthew's family, and a meaningful, loving relationship with God. We want our children to be cheerful and independent individuals who reach their potential and are proud of their achievements. We hope to develop confident, caring citizens who are well prepared to enjoy happy and rewarding lives.*

*Our motto: Live, Love, Learn*

### *Brunel Nursery School's mission statement*

*We aim to provide a positive learning experience in a safe and respectful environment. We strive to teach an inspiring and inclusive curriculum that promotes a love of learning. We want our children to be cheerful and independent individuals, who reach their potential and are proud of their achievements.*

*Our motto: Learning Together*

Policy Reviewed	
<b>Date:</b> September 2025	<b>By Whom:</b> Governors of the Achievement Committee
<b>Date for next review:</b> September 2026	

## **What kinds of special educational needs do we make provision for in our school?**

St Matthew's Church of England Primary and Brunel Nursery School is a federation. This is where two or more schools are governed collectively under a single governing body. Although there is only one governing body, each school in the federation retains its own separate legal identity in terms of its school category, name, ethos and budget.

We have 266 pupils on roll at St Matthew's Church of England Primary with 26 places at each session at Brunel Nursery.

At our schools we provide an environment where creativity is encouraged, curiosity is welcomed and excitement in learning is fostered. Our children develop confidence in their own abilities, are motivated to achieve their best and learn to be resilient and adaptable to change, whatever their needs.

We have a nominated governor supporting Special Educational Needs and Disabilities who regularly visits the school and meets with the Special Educational Needs and Disabilities Coordinator. There is a Special Educational Needs and Disability report to governors termly. Special Educational Needs and Disability is widely known as SEND.

***Please see the Special Educational Needs and Disabilities policy and Admissions policy on our website for further information.***

## **How do our schools know if your child needs extra help?**

St Matthew's Church of England Primary and Brunel Nursery School strives to always work in a close and mutually supportive partnership with parents.

Parents know their children best. If you think your child may have special education needs please make an appointment to see their class teacher and/or Special Educational Needs and Disabilities Coordinator for a discussion about your concerns. Do not delay; early intervention can make a significant difference.

In the first instance, the class teacher will closely monitor and assess children. If there is a cause for concern after this period then the class teacher will consult the Special Educational Needs and Disabilities Coordinator. Further assessments and screening may be done by the Special Educational Needs and Disabilities Coordinator to build a picture of needs. Advice may also be sought from Blackburn with Darwen's Graduated Response document.

An additional learning goals sheet will be drawn up with targets designed specifically for your child. This includes how parents can support their child at home. If the desired progress is not made within 6 weeks (despite following an assess, plan, do review cycle) then the Special Educational Needs and Disabilities Coordinator will ask parental consent for outside specialists for further advice and expertise. This may be the Speech and Language Therapy Service (SALT), Special Educational Needs and Disability Service (SEND SS) and/or the Educational Psychology Service (EP)

### **Who can you speak to at our school if you think your child may have special educational needs and or a disability?**

- Your child's class teacher
- Mr W Ulhaq (Special Educational Needs and Disabilities Coordinator)
- Mr J Rogers (Headteacher)
- Mrs L Riding – School and Family Wellbeing Lead
- Mrs Z Patel (School Wellbeing Mentor)

### **How do we know what progress your child is making and how will we keep *you* and *them* informed?**

Monitoring progress is an integral part of teaching and learning.

The monitoring criteria includes:

- Termly analysis of pupil tracking data, pupil progress meetings and test results for individual pupils and cohorts
- How well identification and assessment procedures have ascertained pupils' needs and contributed to future success
- Parents evenings twice yearly and an annual report
- Pupil/ Teacher meetings to discuss how pupils think they are doing
- HT/DHT and teacher pupil progress meetings

Parents may contact their child's class teacher and/ or the Inclusion Coordinator *anytime* they wish to discuss the progress of their child.

Mrs K Adnitt is the named governor for Special Educational Needs and Disabilities. This governor meets with the Special Educational Needs and Disabilities Coordinator at least 3 times a year to discuss the effectiveness of Special Educational Needs and Disability provision.

***Please see Special Educational Needs and Disability Policy on our website for further information.***

### **How will our school support your child and how will the teaching be adapted to meet their needs?**

We believe that outstanding teaching benefits all children. The class teacher will provide teaching and activities to match the levels of learning of *all* the children in their class with ambitious outcomes for all. Sometimes, additional resources will be provided to help children access high quality teaching, for example, writing slopes, coloured overlays, laptops, sensory snacks and visual time tables. If your child requires a bespoke curriculum this will be developed by the class teacher and Special Educational Needs and Disabilities Coordinator with advice support from the SEND Support Service.

If your child has been identified as having Special Educational Needs and or Disability then an Additional Learning Goals sheet will be drawn up that will detail what school will provide and how parents can support at home.

***Please see our Special Educational Needs and Disability Policy and Accessibility Plan on our website for detailed provision for children with Special Educational Needs and Disability.***

### **How are decisions made about the type and how much support my child will receive?**

St Matthew's has a budget for Special Educational Needs and Disability that is allocated each financial year. This money is used to provide additional support or resources that children with Special Educational Needs and/ or Disability will need.

If, following discussion with yourself and the Special Educational Needs and Disabilities Coordinator, it is agreed that the school cannot meet your child's needs through existing SEND resources then a request for statutory assessment may be made to the Education and Health Care Panel. The panel considers all the reports and information and may then decide to request a statutory assessment. It is through this process that an Educational and Health Care Plan may be drawn up. School may also request Special Educational Needs Inclusion Funding (SENIF) for children in the early years or Emergency High Needs Funding for children across the federation.

***Further information about this process can be found on the Blackburn with Darwen Local Offer website.***

## **How will our school help you to support your child's learning?**

We actively encourage parents to be involved in their child's learning. Your child's class teacher and or the Special Educational Needs and Disabilities Coordinator will be happy to advise you on how to support your child's learning. As well as homework, daily reading with parents or an older sibling can help support your child's learning. The additional Learning Goals sheet also outlines how parents can best support at home. There are also a variety of parent groups advertised every year.

***Please contact Mrs Riding (School and Family Wellbeing Lead) or Mrs Patel (School Wellbeing Mentor) for more information about parents' groups.***

## **What specialist services and expertise are available or accessible through our school?**

We may work closely with any of the following agencies and organisations to help meet your child's and your family's needs.

- Advisory teachers from Special Educational Needs and Disability Support Service (SEND SS): Visual Impairment (VI), Hearing Impairment (HI), Alternative Curriculum Access, Physical Needs (PD), Social, Emotional and Mental Health Needs (SEMH) and Early Years.
- Child and Family professionals (CAF)
- Early Years Special Educational Needs and Disability Support Service (EYFS SEND SS): All areas of learning.
- Educational Psychology (EPT)
- Inclusion Officer (formally known as the Education Welfare Officer)
- Health Visitor and School Nurse
- Occupational Therapy (OT)
- Physiotherapists
- School Wellbeing Mentor
- School and Family Wellbeing Lead

- Speech and Language Therapy Service (SALT)
- Children's Advice and Duty Service (CADS) formally known as Multi Agency Safeguarding Hub (MASH).
- NSPCC
- East Lancashire Child and Adolescent Services (ELCAS mental health services)
- Mental Health Support Team (MHST)

### **How are the staff in school supported to work with children with special educational needs and disability and what training do they have?**

At St Matthew's Church of England Primary with Brunel Nursery School we cater for children with a wide range of special educational needs, complex needs and disabilities.

The Special Educational Needs and Disabilities Coordinator is currently working towards attaining the National Professional Qualification for Special Educational Needs Co-ordinators. He is also the designated teacher for Looked After children (children that are fostered).

If a child in school has a medical need then any staff supporting that child are given specific training from a NHS professional. If a child has a disability then the Special Educational Needs and Disabilities Coordinator will ensure all arrangements are made for their inclusion.

Some support staff have more specialist training in supporting language and communication, motor skills (co-ordination and balance) and autism according to individual need.

Both key stages have a trained First Aider. All Early Years staff have Paediatric First Aid Training.

Staff regularly undergo training in a number of supportive strategies and approaches as continued professional development. Our training is sourced from a range of Local Authority and independent trainers, as well as in-house training. We aim to ensure that we continue to develop expertise according to the needs of the children in our school.

Looked after Children (those that are fostered) are monitored through Personal Education Plans (PEPs). The looked after child, social worker, designated teacher for looked after children, foster carers and others involved in the child's education are invited to Personal Education Plan meetings three times a year. The child's views are an integral part of setting targets to support their education.

## How will our school ensure that your child is included in activities outside the classroom, including physical activities and school trips?

St Matthew's is an inclusive school. All steps will be taken to ensure your child can take part in clubs and educational school trips. Risk assessments are carried out and put in place to ensure your child can participate.

Here is a selection of the clubs/ activities that St Matthew's offers throughout the year. These are subject to change each term.

Breakfast Club Art Club Big Lunch Club (from Christ Church)	Football Frisbee Dodgeball Axe Throwing	Homework Morning Tuition Reading Club
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## How will our school support your child's overall wellbeing?

Your child's overall wellbeing is very important to us. Please contact your child's class teacher, Mr Ulhaq (Special Educational Needs and Disabilities Coordinator), Mr Rogers (Headteacher), Mrs Riding (School and Family Wellbeing Lead) or Mrs Z Patel (School Wellbeing Mentor), if you have any concerns *at all* about your child's wellbeing. Mr Ulhaq and Mrs Riding can also offer extra pastoral support for children and parents if needed.

All children are taught about bullying, friendship and staying safe (including online safety) through Personal Social and Health Education (PSHE), Circle Time, Assemblies and Relationships and Health Education (RHE).

There are also Nurture Groups (run by our Mindfulness Practitioner) to help develop social and emotional development.

We also have a successful school council to promote pupil voice.

- Mrs Riding is the designated staff member for pastoral care and those children whose wellbeing is at risk may be issued with a Pastoral Passport.
- The school has a designated senior person and three deputies to deal with issues of safeguarding and child protection across the federation.

- St Matthew's has a managing medicines policy. There is a clear procedure in place if children need medicine during the school day.
- If your child has a medical need then a Health Care Plan is prepared in consultation with you and the appropriate medical practitioners.
- Many of our staff are First Aid Trained.
- Our School Well Being Mentor monitors attendance. Parents must phone school if their child is going to be absent.
- If you do have cause for complaint about our special education needs provision, please do not hesitate to contact Mr Rogers (Head Teacher) or Mr Ulhaq (Special Educational Needs and Disabilities Coordinator).

***Please see Anti bullying Policy, Managing Medicines Policy, and Complaints Policy on our website for further information.***

### **How accessible is our school both indoors and outdoors for children with special educational needs and/or disability?**

Our facilities include:

- Accessible toilet
- Accessible changing facilities including a hoist and shower cubicle
- Ramp access
- Staff trained to use hoist and slings
- Outdoor steps are clearly marked for the visually impaired

***Please see Accessibility Plan on our website for further details.***

## **How will our school prepare and support your child when joining our school and when transferring to a new school?**

### **(Regulation 12)**

Our staff will meet with you and your child prior to them starting here, whether your child is beginning in Brunel, Reception or joining our school later, in a different year group or the transition from primary to secondary school. We will gather as much information as possible that we can use to help us prepare for your child starting our school. There are a number of additional ways we can also help your child's entry. These include:

- Welcome Booklets
- Liaison with your child's prior school or early years setting
- Relevant staff visits to early years settings
- Liaison with preschool or Year 7 Special Education Needs and Disability Service or the Special Educational Needs and Disabilities Coordinator at a previous school. When a child moves school there is a high level of communication between both schools making sure the new school is fully aware of the needs of your child and the support we successfully used with your child here
- We have close links with a number of local schools. The Special Educational Needs and Disabilities Coordinator, teachers and teaching and learning assistants liaise closely in the build up towards transition
- We will offer to take your child on additional visits to ensure they are feeling familiar and confident about the impending move
- All children throughout the federation have transition visits where they spend time in their new classrooms with their new class teacher

## **Who can you contact for further information? (Regulations 9 and 13)**

Here are a list of people you can contact via the school -

Mr J Rogers – Headteacher

Mrs L Martin – Deputy Headteacher

Mr W Ulhaq – Special Educational Needs and Disabilities Coordinator

Mrs L Riding – School and Family Wellbeing Lead

Mrs Z Patel – School Wellbeing Mentor

***Blackburn with Darwen's Local Offer sets out a range of support and services available to you and your child. Please see***

***<https://blackburn.gov.uk/children-families-and-young-people/special-educational-needs-and-disabilities>***

Reviewed September 2025