



Special Educational Needs Information Report

At Alvanley and Manley Village School we strive to support all children to enable them to achieve their academic potential. In order to do this, many steps are taken to support them through their learning journey. High quality teaching is vital; however, for some children there are occasions when further positive support may be needed to help them to achieve their targets.

What is 'The Local Offer?'

The local offer was first introduced in the green paper (March 2011) as a local offer of all services available to support disabled children and children with varying levels of SEND and their families. Cheshire West provide the local offer through the 'Live Well Cheshire West' service.

<https://www.livewell.cheshirewestandchester.gov.uk/Categories/3948>

What will it do?

The Cheshire West and Chester framework will allow the Live Well service to provide parents and carers with the information about how to access services in their local area, and what they can expect from those services. With regard to education, it will let parents and carers of young people know how schools and colleges will support them and what they can expect across the local setting.

Below is some key information about Alvanley and Manley Village School that parents and carers of children with additional needs may find useful.

1. Admission Arrangements

The staff and governors will do all in their power to meet the needs of all children whose parents request a place in our schools. In line with the SEND and Disability Act and the school admission policy, we will not discriminate against disabled children or those with learning difficulties and we will take all reasonable steps to provide effective educational provision. Parents of children who have identified special educational needs should contact the school at an early stage so that any concerns you have can be shared.

2. How does the school know if children/young people need extra help and what should I do if I think my child may have special educational needs?

All children's academic, social and emotional progress is continually monitored by teachers, the SENDco and the Head teacher in school. Any concerns a teacher may have about a child will be discussed with parents at the earliest opportunity. Parents are able to discuss the progress of their child or any other concerns with the class teacher, SENDco (Mrs Cupples) or Mr Thapar, the Head teacher.

3. How will school staff support my child?

- All children are provided with 'Quality First Teaching'.
- Children with special needs have personalised child profiles in place, outlining targets and strategies to support each child.
- Child profiles are reviewed termly and shared with parents.
- The school SENDco is in regular contact with outside agencies and professionals. Any child needing specialist support will be identified to the relevant professionals and given any subsequent recommended support necessary.
- If a child requires Speech and Language support, school will act upon advice given by therapists and support will be given by trained teaching assistants.
- Children identified as needing extra support will receive personalised interventions in school.
- Some children may require further support and interventions as advised by outside agencies.

4. How will the curriculum be matched to my child's needs?

- All children are provided with 'Quality First Teaching'.
- Class Teachers plan lessons according to the specific needs of all groups of children in their class, and will ensure that your child's needs are met.
- All lessons offer challenge and support necessary for each child to learn and where necessary, adaptive teaching occurs through the work set, questions asked and support given.
- Specific resources and intervention strategies will be used to support your child individually and in groups.
- Planning and teaching will be adapted on a daily basis if needed to meet your child's learning needs.

5. How will I know how my child is doing and how will you help me to support my child's learning?

- Children's progress is shared with parents throughout the year during parents' evenings.

- We have an open-door policy and welcome parents to come in and discuss their child if they have any concerns, with the class teacher and/or the SENDco.
- If teachers have concerns they will contact parents to discuss them at the earliest opportunity and listen to any concerns that you may have too.
- If a teacher has concerns about your child, meetings will be held at regular times and the SENDco may also attend.
- The school has an anti-bullying policy and deals with any incidents seriously and effectively.
- The class teacher or SENDco will speak to you regarding any referrals to outside agencies to support your child's learning. Including any professional reports that school receive, and any changes to your child's additional provision in school.
- Child profiles and Education Health Care Plans (EHCP) are discussed and reviewed with parents.
- All children are tracked using the school's data tracking.
- Annual reports are written for every child.
- The voices and views of children at our school are valued. Children have class representatives on the school development squad. Pupils are also active participants in the planning stages of curriculum topics.
- The class teacher or SENDco will share and discuss strategies and resources that are used in school to support your child, which you may use at home also.

6. What support will there be for my child's overall well-being?

- We ensure that all children are supported socially and pastorally by teaching staff and teaching assistants who know the children well.
- We have a fully trained ELSA (Emotional, Literacy Support Assistant) who works with identified individuals and groups of children across the whole school.
- We offer a wide range of activities within school to support children's social and emotional development such as school visits, educational trips, and links with the community and residential trips.
- HRE (Health and Relationships Education) is delivered as part of the curriculum across the whole school. HRE contributes to personal development by promoting social and emotional aspects of learning. It provides a framework and some ideas for teaching social and emotional skills within discrete lessons, across subjects and outside the classroom.
- The school has a medicine policy which supports parents/carers with the management of their child's medication within school and staff complete relevant training in key areas such as asthma and the use of Epipens.
- If a child comes into school with a specific need, a school nurse will provide the relevant staff with training. Each site also has trained first aiders within the buildings.

- The school has a behaviour policy which is known, used and adhered to by all staff and children across the sites.
- Children who need specific support with their behaviour will be identified and support will be offered. This support will range from additional support in the classroom, to interventions and support from staff or external professionals.
- We promote and celebrate excellent attendance with class certificates and end of year awards.
- Parents are offered support with attendance, and the school's Attendance Lead monitors the attendance of all children, including contacting parents to query non-attendance at school.

7. What specialist services and expertise are available at or accessed by the school?

- School employs staff trained to educate and care for children throughout their primary years.
- Staff are trained regularly in key areas of the curriculum and also in identifying and supporting children with specific difficulties around learning, child development and social and emotional problems children may experience.
- School has direct access to a wide range of services all of which can support both parents/carers and children. These agencies include: speech and language, CAMHS, Educational Psychologist, Autism Service support, Social Services, Community Paediatricians and a Family Support Worker.

8. What training have the staff supporting children and young people with SEND had or are having?

- All staff receive regular training if required from the health service around key medical issues which could arise for children.
- Individual staff are trained in First Aid and are strategically placed around the two sites.
- The SENDco attends regular local authority training and attends key regional training which is then shared with staff.
- The SENDco provides in-house training on developing child profiles and around specific requests from staff, or as necessary to support a particular child or group of children.
- Where necessary, specialist training is brought into the school. For example, the Autism Service can provide school with training around a range of social and emotional needs.
- Individual teachers and support staff attend training courses run by outside agencies that are relevant to the needs of specific children in their class.

9. How will my child be included in activities outside the classroom including school trips?

- Our school is fully-inclusive and all children have the opportunity to attend all events and trips and are encouraged to take part in all activities both within and outside of school.
- Where necessary, additional support will be provided to ensure full participation by all children and parents are fully-informed as to the trips and activities open to every child.
- Risk assessments are carried out and procedures are put into place to enable all children to participate.

10. How accessible is the school environment?

- Both sites have wheelchair access
- There are facilities for disabled changing and toilets which can accommodate wheelchairs and support individuals with a disability.
- A laptop/iPad trolley is accessible and available at both sites and the use of laptops and iPads enable children to have access to new technologies to support their learning.

11. How will the school prepare and support my child to join the school or to transfer to a new school or the next stage of education and life?

We recognise that transitions can be difficult for a child with SEND and take steps to ensure that any transition is as smooth as possible. School staff will meet with parents and new settings to ensure that the school and child are fully prepared for any transition. The views of the child are sought and influence any changes taking place. If needed, an enhanced transition plan is created to support effective transition.

If your child is joining our school:

- We encourage parents and children to visit the school and meet their new teacher prior to joining the school.
- A member of staff will either show the child and parents around school or be available to answer any questions.

If your child is moving to another school:

- We will contact the school SENDco and ensure they know about any special arrangements or support that need to be made for your child.
- We will make sure that all records about your child are passed on as soon as possible.

When moving classes in school:

- Information will be passed on to the new class teacher in advance.

- Your child will have transition visits to meet the class teacher and become familiar with their new classroom.

In Year 6:

- The teacher and SENDco will discuss the specific needs of your child with a member of the SEND department at their secondary school.
- Where possible, your child will visit their new school on several occasions and in some cases staff from the new school will visit your child in our school.
- Some local high schools offer additional transition opportunities for children with SEND.
- During your child's Year 5 annual review meeting (for children with an EHCP), views of your child, parents and school are shared, discussed and recorded in the annual review paperwork before being sent to the SEN team and the high school.
- All paperwork outlining your child's needs, including their child profile, EHCP (if they have one), relevant transition paperwork and annual review report (for children with an EHCP), will be shared with the high school before your child starts.

12. How are the school's resources allocated and matched to children's special educational needs?

- All classes have access to additional support staff, who are well trained, as well as a class teacher.
- The SEND budget is allocated each financial year. The money is used to provide additional support or resources dependant on an individual's needs.
- The additional provision may be allocated after discussion with the class teacher at pupil progress meetings or if a concern has been raised by them at another time during the year.
- Resources may include deployment of staff depending on individual circumstances.

13. How is the decision made about what type and how much support my child will receive?

- These decisions are made in consultation with parents, class teacher, SENDco and any outside professionals currently involved.
- Decisions are based upon termly tracking of pupil progress and as a result of assessments by outside agencies.
- During their school life, if further concerns are identified due to the pupil's lack of progress or well-being then other interventions will be arranged.
- Alvanley and Manley Village School has a complaints procedure in place. Details of this can be obtained from Mr Thapar, the headteacher, or by contacting the school office.

14. Who can I contact for further information?

If you wish to discuss your child's educational needs or are unhappy about something regarding your child's schooling, please contact the school office to arrange a meeting with the class teacher, SENDco (Mrs Cupples) or Mr Thapar (Head teacher).

If you are considering sending your child to Alvanley and Manley Village School, you can call the school on 01244 478021 to make an appointment with the Headteacher, Mr Thapar to arrange a visit to the school. During the visit you will be given a tour of the school. At that point you will be given opportunities to discuss your child's specific needs and ask any questions relating to your child's education with the SENDco (Mrs Cupples).

To see what support is offered by CWAC for children with special needs and disabilities in the local area please click on the link below.

<https://www.livewell.cheshirewestandchester.gov.uk/>

Mental Health and wellbeing

<http://www.mymind.org.uk/> - is an NHS website, run by Cheshire and Wirral Partnership CAMHS. This site has been developed for everyone interested in the mental health and wellbeing of children and young people across Cheshire and Wirral.

Updated August 2025