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Dear Parents and Carers,

As we begin another school year, we would like to share some information about SEND provision at St Thomas the Martyr Primary School.

At St Thomas the Martyr, we are committed to creating an inclusive environment where every child feels valued, supported and able to achieve their potential. We recognise that every child is unique and that some children may require additional support at different points throughout their school journey.

We are proud of the support we provide for children with Special Educational Needs and Disabilities (SEND) and of the strong partnerships we build with families. By working together, we can ensure that children receive the support they need to thrive academically, socially and emotionally.

We hope this letter provides a helpful overview of how we identify and support pupils with SEND, who to contact if you have concerns about your child, and how we work alongside families, external professionals and the Local Authority to achieve the very best outcomes for every child.

What is the SEND Register?

The SEND Register is a record of children who require additional or different support to help them access learning and make progress in school.

Children may join the SEND Register for a variety of reasons and for different lengths of time. Some children require short-term support, while others may need support throughout their education.

Children can be identified as having needs in one or more of the following areas:

- Communication and Interaction
 - Cognition and Learning
 - Social, Emotional and Mental Health
 - Sensory and/or Physical Needs
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Some pupils on our SEND Register receive SEND Support, while others have an Education, Health and Care Plan (EHCP). The support provided is always tailored to the individual needs of the child and is reviewed regularly in partnership with parents and carers.

It is important to remember that some children may require additional support for reasons other than SEND. This may include children who have English as an additional language or children with medical needs. Likewise, some children with SEND achieve at age-related expectations academically but still require support for communication, sensory, physical, social or emotional needs.

SEND Support

For many children, additional support can be provided through SEND Support.

This support is planned collaboratively by the class teacher and SENDCo and may include:

- Adapted teaching approaches
- Differentiated learning activities
- Adjustments to the classroom environment
- Targeted intervention programmes
- Additional adult support where appropriate
- Individual targets and personalised strategies

We believe that class teachers know children best and are central to delivering effective support. Parents and carers will be kept informed of any additional support provided and involved in reviewing their child's progress.

Where appropriate, the SENDCo may discuss referrals to external agencies such as Speech and Language Therapy, Educational Psychology or Specialist Teaching Services. Waiting times for external services vary and are determined by the service involved. School will continue to support your child whilst awaiting specialist advice and will implement recommendations wherever possible once they are received.

Education, Health and Care Plans (EHCPs)

Some children and young people have an Education, Health and Care Plan (EHCP).

An EHCP is a legal document issued by the Local Authority for children and young people whose needs require provision that is additional to, or different from, that which is normally available through SEND Support in school.

The EHCP identifies a child's strengths, needs, outcomes and the provision required to support them. The Local Authority has a legal duty to secure the educational provision specified within the EHCP and works in partnership with schools, families and other professionals to ensure appropriate support is put in place.

Schools are responsible for delivering the provision identified within the EHCP wherever possible and for working closely with parents, the Local Authority and external agencies to monitor progress and support children effectively. In some cases, schools may need to request additional advice, funding, resources or specialist involvement from the Local Authority or health services in order to fully implement specialist recommendations.

Whilst we always strive to implement professional recommendations and provide the highest level of support possible, some specialist provision may be dependent upon Local Authority decisions, available funding, commissioning arrangements or NHS service availability. Where this is the case, school will continue to work closely with families and relevant agencies to advocate for the support required.

If professionals and parents feel that an EHCP assessment may be necessary, a request can be made to the Local Authority. Should an assessment be agreed, information will be gathered from parents, school and relevant professionals before the Local Authority decides whether to issue an EHCP.

EHCPs are reviewed at least annually through an Annual Review meeting attended by parents, school staff and, where appropriate, external professionals. The purpose of the review is to celebrate progress, discuss any concerns and consider whether changes to provision are required. Recommendations from the review are submitted to the Local Authority, which makes any decisions regarding amendments to the EHCP.

Our SEND Team

Mr Roscoe is our Headteacher and Designated Safeguarding Lead. He is also qualified to carry out dyslexia assessments.

Mrs Suzanne Christy is our Deputy Headteacher and EYFS SENDCo. She is also part of the school's safeguarding team and holds the NPQ for SENCOs award.

Miss Rachel Kenny is currently SENCO for EYFS and Years 1-6 and holds the National SENCO Award.

All staff participate in a range of SEND training to ensure they can meet the needs of children across our school. Our SEND team also attends local SEND network meetings and works closely with external professionals to ensure our practice remains current and effective.

Who Should I Speak to If I Have Concerns?

We strongly believe that positive relationships between home and school are key to supporting children effectively.

If you have any concerns about your child, we recommend speaking to their class teacher in the first instance. Class teachers know your child well and are often best placed to discuss any concerns and strategies that may help.

If further support is needed, they will work closely with the SEND team and can arrange additional discussions where appropriate.

We are always happy to meet with parents and carers. We understand that every family wants the very best for their child, and we are committed to working together to help each child succeed.

Our SEND Team:

Mr Roscoe

Headteacher and Designated Safeguarding Lead
Qualified Dyslexia Assessor

Mrs Suzanne Christy

Deputy Headteacher EYFS SENDCo

Miss Rachel Kenny

SENDCo (EYFS and Years 1-6)
National SENCO Award

School Telephone: 01695 622970

School Email: head@st-thomasmartyr.lancs.sch.uk

Staffing Update

Mrs Christy will be undertaking a temporary secondment from September 2026 until April 2027. During this time, she will continue to work closely with the school and support a smooth transition of responsibilities.

Miss Kenny will remain the main point of contact for SEND queries and will continue to work alongside school staff, families and external professionals to ensure that children receive the support they need.

Working Together

Supporting children with SEND is most successful when families, school staff and outside professionals work together.

Whilst the SEND team coordinates support, liaises with external agencies and oversees SEND processes, class teachers remain responsible for the day-to-day education and support of children within their class.

We understand that navigating SEND processes and services can sometimes feel overwhelming. Please be assured that we are here to listen, offer advice, answer

questions and signpost families towards appropriate services and support whenever possible.

We value the expertise that parents and carers have about their own children and recognise that strong home-school communication is essential in achieving the best outcomes for our pupils.

Our Specialist Support

We work closely with a range of external professionals and agencies to support children with SEND. Depending on a child's needs, support may include advice or involvement from:

- Specialist Teaching Services (Lancashire, Elm Tree Primary School)
- Educational Psychology Service
- School Nursing Team
- Compass Bloom
- CAMHS (Child and Adolescent Mental Health Services)
- Child and Family Well Being Service
- Child Action North West
- Inclusion and Engagement Support Team (Lancashire)
- Speech and Language Therapy
- Occupational Therapy
- Community Paediatricians
- Audiology Services

These professionals provide valuable advice, assessments and recommendations that help us to better understand and support children's individual needs.

Working Together to Support Your Child

We understand that when parents have concerns about their child, they naturally want support to be put in place as quickly as possible.

Please be assured that we take all concerns seriously and will always work with families to identify the most appropriate next steps.

In many cases, gathering information from teachers, reviewing progress, implementing strategies and monitoring their impact are important first steps before additional referrals or assessments are considered.

Where meetings, referrals or involvement from external agencies are required, these will be arranged as promptly as possible. However, timescales may vary depending on staff availability, the urgency of need, school priorities and waiting times for external services.

We appreciate your patience and understanding during this process. Taking the time to gather accurate information and evidence helps ensure that decisions are well-informed and that any support put in place is appropriate for your child's individual needs.

Throughout this process, we will endeavour to keep families informed and involved in decisions regarding their child's support.

Whilst schools can make referrals to some external services, acceptance criteria, waiting times and assessment decisions are determined by the individual service or Local Authority. Unfortunately, these factors are outside of the school's control. However, we will always advocate for our pupils and work closely with families and professionals to secure appropriate support wherever possible.

How Will My Child Be Supported When Moving Classes or Schools?

We recognise that transitions can be a worrying time for some children and their families.

To support successful transitions, we work carefully to ensure that important information about each child's needs, strengths and successful strategies is shared with relevant staff.

Additional support may include:

- Extra visits to new classrooms or settings
- Meetings with new teachers
- Transition booklets and social stories
- "All About Me" profiles
- Additional transition sessions where needed

Our aim is to make transitions as positive and successful as possible so that children feel confident, prepared and ready for the next stage of their learning journey.

Further Information

More information about SEND provision at St Thomas the Martyr can be found in our SEND Policy and SEND Information Report on the school website.

Families can also access information, services and support through Lancashire's SEND Local Offer.

<https://www.lancashire.gov.uk/children-and-families/special-educational-needs-and-disabilities-local-offer/>

We would also like to make parents aware of the services available through Skelmersdale Family Hub and Zone, located near the Concourse Shopping Centre.

The Family Hub offers a range of free support and advice for families, including:

- Parenting support and guidance
- Baby and toddler groups
- Family wellbeing services
- Information, advice and signposting to local services
- Activities and support for children and young people

The Family Hub also runs a monthly drop-in session on the first Thursday of each month from 9:00am to 12:00pm, where families can access advice, support and information in an informal and welcoming environment.

Further information about Family Hubs and the support available can be found on the Lancashire County Council website.

Finally...

Thank you for continuing to work in partnership with us.

We know that raising concerns about your child can sometimes feel worrying or overwhelming. Please be assured that you do not have to navigate this journey alone. Our aim is to work alongside families, listen to concerns, celebrate successes and support children to achieve the very best outcomes possible.

At St Thomas the Martyr, we firmly believe that every child deserves to feel happy, valued, included and successful in school. We are incredibly proud of all our children and remain committed to supporting them to reach their full potential.

If you ever have any questions, worries or concerns about your child, please do not hesitate to contact us. Whether you need reassurance, advice or simply someone to talk through your concerns with, we are always happy to help.

We look forward to working together with you throughout the year.

Kind regards,

Miss Rachel Kenny
SENDCo

Mrs Suzanne Christy
SENDCo & Deputy Headteacher

