



# LONDON FIELDS PRIMARY SCHOOL

**Chair of Governors:** Caroline Tyson

**Headteacher:** Sharon Taylor

**Deputy Head:** Katherine Gillard

**SENCO:** James Baxter

**Safeguarding leads:** Alex Hurst and Rebecca Austin

Westgate Street  
London E8 3RL

**Tel:** 020 7254 4330

**Fax:** 020 7249 2824

**Web:** [www.londonfields.hackney.sch.uk](http://www.londonfields.hackney.sch.uk)

## **SEND Information Report**

Date agreed: December 2023

Reviewed: September 2024

### **Overview**

London Fields is a two form entry school, situated on the east side of London Fields.

At London Fields we are passionate about education and work hard to give our children experiences which provide them with a fantastic start in life and ensure they develop high aspirations for their future.

We feel very privileged to work in such a vibrant and dynamic community as we recognise that the engagement of all stakeholders, Hackney Education, governors, staff, children and families, are an important aspect of a successful school. In essence, we feel our school is a place where children, staff and families are valued and all work together to ensure that children are challenged academically, inspired creatively and supported and fostered in their emotional development. With the correct balance, our pupils develop the self-respect and self-esteem they need to succeed in life.

### **How does London Fields know if my child needs extra help?**

All children are monitored by ongoing assessment and progress is reviewed by senior managers with class teachers.

Children are considered for additional support if:

1. They are not making the expected progress
2. Concerns have been raised by parent/carers, teachers or child
3. There is a change in the child's progress or behaviour

### **Who should I contact if I have concerns about my child?**

If you have any concerns, speak to your child's class teacher. Teachers are available at the end of the day, but not in the mornings as they have to start the teaching.

If necessary the teacher will arrange for you to meet with the Special Educational Needs and Disabilities Co-ordinator (SENDCo) or another member of the senior leadership team.



### **How does London Fields support children who have difficulties with their learning?**

1. The class teacher will make sure that work is planned to the correct level for your child. This might include additional support in class from a classroom assistant.
2. If needed additional interventions will be set up. These are usually for maths, reading or writing and may include booster groups or extra tutoring.
3. Progress will be monitored using the school's assessment data.
4. Parents/carers are informed of progress at the parent meetings with the class teacher, and via the end of year school report.

### **What happens if my child is not making progress?**

1. The class teacher may arrange for you to meet with the SENDCo. At this meeting an action plan will be agreed. This may include additional support in class or some small group work or individual tutoring. It may also agree additional work to be completed at home.
2. If your child has been identified as having additional needs any additional support will be included on the year group provision map, and/or the child's Pupil Passport which is regularly updated and shared with parents. This is monitored and reviewed by the SENDCo and year group lead.
3. The SENDCo's role is to identify the children with additional needs and to ensure that they are receiving appropriate support. It is not unusual for children to need additional help at some time whilst at school. This additional support can often be just for a short time until the child develops their confidence and skills for example a language or fine motor skills group.
4. If needed additional specialist equipment will be provided such as concentration cushions or pencil grips.
5. Sometimes a child may need assessment or support from a professional outside of the school such as speech and language therapist, paediatrician or educational psychologist. This will always be discussed with you first and it is only with informed parental consent that a referral would be made.
6. For some pupils it may be agreed to make a referral for assessment for an Education, Health and Care Plan. This would be a decision made jointly with parents, school representatives and the external professionals who have been supporting the child.

### **How will I know how my child is progressing?**

1. There are parent/teacher consultation meetings in the Autumn and Spring terms and an end of year written report in the Summer Term.
2. Your child's class teacher is available at the end of the day and any questions can be raised then.
3. Additional review meetings may be arranged with the SENDCo.

**How can I help my child at home?**

1. The class teacher can give you ideas and strategies to use at home
2. The SENDCo may meet with you to discuss ideas
3. If any external professionals, such as speech and language therapists, are involved with your child they may agree with you any additional strategies and activities you can try at home
4. The SENDCo can also give you advice about external support or training that may be available for you. This might include parenting courses, Makaton training for parents or training on neurodivergence.

**What support is there at school for my child's wellbeing?**

1. All members of staff are available for children to discuss issues or concerns
2. The school has a universal approach to supporting children with their emotional literacy using the 'Zones of Regulation' and the school's PSHE curriculum
3. The playgrounds are divided into zones for different activities. This includes quiet areas for children who prefer at playtimes
4. Problems can be raised through School Council
5. There are designated staff in school to ensure that playtimes are inclusive and that all children have a happy, safe playtime
6. There are school counsellors for children who need additional support to share concerns, including a Place2Talk drop in on Fridays that pupils can self-refer to

**My child has medical needs. How will they be supported?**

1. If your child has medical needs please let your child's teacher know immediately. If appropriate, a Care Plan will be written in conjunction with parents and if needed, a school or specialist nurse.
2. Once this has been agreed it will be shared with the school staff who work with your child.
3. School support staff have received additional training. This includes awareness of sickle cell, how to use an epipen for anaphylactic shock and supporting children with epilepsy.
4. When necessary prescribed medicines will be given in school, as long as they are labelled. This will only be done with a signed parental consent form.

**What additional services does the school use to support children?**

The school works with a wide range of external professionals. This includes

1. Educational Psychologists
2. Speech and Language Therapists
3. Occupational Therapists and Physiotherapists
4. School Nurse
5. Counsellors

6. Specialist Teachers
7. Family Coaches
8. Vision and Hearing Impairment Services
9. Social Services
10. Child and Adolescent Mental Health Service- CAMHS
11. Hackney Ark - Centre for children and young people with disability and special educational needs

### **What training has the school had to support children with additional needs?**

**The school regularly updates teachers and support staff with training to support children with additional needs. this has included:**

1. How to support children with speech and language difficulties
2. How to support children with handwriting difficulties
3. Supporting children with Autistic Spectrum Condition
4. Supporting children with behavioural and emotional needs
5. Supporting children with literacy and numeracy difficulties
6. Mental health training
7. Supporting children with attachment difficulties and trauma

Teachers and support staff are also trained individually by working alongside any external professionals who are supporting specific pupils.

### **How will my child be included in school trips?**

1. All class trips are subject to a risk assessment.
2. If necessary to keep your child safe we may request that a parent/carer accompany their child on the trip.

### **How accessible is the school environment?**

The school has accessible ground floor access. However, it has three floors and does not have a lift. Please see the "School Accessibility Plan" for more information which covers the following,

- Increasing the extent to which pupils with disabilities can participate in your curriculum
- Improving your school's physical environment to increase the extent to which pupils with disabilities can take advantage of the education, benefits, facilities or services you provide or offer
- Improving the delivery to pupils with disabilities of information that is readily accessible to pupils without disabilities

**My child needs help with transport to school. How can you help?**

Applications for help with transport are agreed by Hackney Education. The SENDCo can help you apply for transport if your child has mobility needs.

**How will London Fields prepare my child to join school or to transfer to a new school?**

Discussions with the previous or new schools prior to your child joining or leaving.

1. If possible your child will visit the school and meet his class teacher
2. Secondary School staff may visit London Fields and meet your child
3. If your child has additional needs the SENDCo will speak to the SENDCo from the other school and ensure that records and information is transferred
4. If your child has complex needs or an Education, Health and Care Plan, a separate meeting may be arranged by the SENDCo. This may include staff from the new school, parents/carers and other external professionals.

**How are schools resources allocated and matched to the child's additional needs?**

1. The Special Educational Needs budget is allocated each financial year and is agreed by the governing body. This money is used to provide additional support or resources depending on the child's needs.
2. Additional provision may be allocated after discussion with the class teacher and monitoring of progress.
3. Additional resources may sometimes include the deployment of additional staff.

**How are decisions made about how much support my child will receive?**

Decisions are made in consultation with the class teacher, SENDCo and Senior Leadership Team. Decisions are based on regular monitoring of progress and following consultation with outside agencies.

**How will I be included in discussions about my child's education?**

1. Discussions with the class teacher
2. Discussions with the SENDCo, Senior Leadership Team and any external agencies
3. Annual Reviews for children with statements or Education, Health, Care Plans
4. School parent meetings and termly review of targets with class teachers

**Who can I contact for further information?**

The class teacher is available for meetings or contact the school office to arrange a meeting with the SENDCo. The school SENDCo is James Baxter. James is available on the school telephone number 0207 254 4330, or via email at [inclusion@londonfields.hackney.sch.uk](mailto:inclusion@londonfields.hackney.sch.uk)