

Who are the best people to speak to in your school if I have concerns about my child's progress?

If you have any concerns your first contact should be your child's class teacher. They have the responsibility for planning and are responsible for differentiating the curriculum for your child should he/she have any additional or special educational needs. They are responsible for monitoring their progress and identifying any initial difficulties. At Trinity all class teachers are happy to talk to you regarding any concerns you may have so that we can work together as a team to enable your child to learn, make progress and be happy at school.

If you should need to our SENCO, Mrs Faye Fairweather, is happy to talk with you about your child's progress and to discuss next steps in consultation with the class teacher and if necessary any outside agencies.

Responsibilities within school

The class teacher

Responsible for

- Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (this could be targeted work or additional support) and letting the Special Education Needs/Disabilities Co-ordinator (SENCo) know as necessary.
- Writing Pupil Progress targets/Individual Provision Maps, based on the smaller steps and sharing and reviewing these with parents at least once each term and planning for the next term.
- Making teaching and learning personalised for your child as identified on the school's provision map.
- Ensuring that the school's SEN Policy is followed in their classroom and for all the pupils they teach with any SEN.

The SENCo: Mrs Faye Fairweather

The SENCO is responsible for:

- Developing and reviewing the school's SEN policy.
- Co-ordinating all the support for children with special educational needs or disabilities (SEND)
- Ensuring that you are
 - i) involved in supporting your child's learning
 - ii) kept informed about the support your child is getting
 - iii) involved in reviewing how they are doing.
- Liaising with all the other people who may be coming in to school to help support your child's learning, e.g. Speech and Language Therapy, Educational Psychology.
- Updating the school's SEN register (a system for ensuring that all the SEND needs of pupils in this school are known) and making sure that records of your child's progress and needs are kept.
- Providing specialist support for teachers and support staff in the school, so that they can help children with SEND in the school to achieve the best progress possible.

The Head teacher: Mrs J Wright

The Head teacher is responsible for:

- The day-to-day management of all aspects of the school; this includes the support for children with SEND.
- The Head teacher will give responsibility to the SENCo and class teachers, but is still responsible for ensuring that your child's needs are met.
- The Head teacher must make sure that the Governing Body is kept up to date about issues relating to SEND.

The SEN Governor:

Responsible for

- Making sure that the necessary support is given for any child with SEND who attends the school.