



## **SEN and Disability**

### **Local Offer: Secondary Settings**

Mainstream, Short Stay Schools, Special Schools  
and Academies

Name of School: Browndedge St Mary's High

School Number: 07105

## Guidance for Completion

This template is designed to help you to pull together information so that parents of children with Special Educational Needs or Disabilities (SEND) know what support they can expect if their child attends your school/academy.

The SEND Reforms will place a statutory requirement on schools from September 2014 to make information available to parents about how the school supports children and young people with SEN. This information will form the main basis for the school's Local Offer, which has to be published on the school's website. Your website must include the name and contact details of your SENCO and a link to the Local Authority's Local Offer when it becomes available.

The questions in the template are intended as prompts and reflect key issues that parents have told us they would like to know about when deciding which school could best meet their child's needs. You may also wish to consult with your own pupils/parents about what to include in your Local Offer.

In developing your school Local Offer you should be mindful that there is a requirement for a feedback facility to be available as part of the Local Offer and for responses to be given to feedback received.

Please provide a copy of your completed template along with the following completed information by email to [IDSS.SENDReforms@lancashire.gov.uk](mailto:IDSS.SENDReforms@lancashire.gov.uk)

When saving your local offer please use the following format:

LO-SCHOOLNAME-SCHOOLNUMBER

E.g. LO-LEAFYVILLAGESCHOOL-01100

<b>School/Academy Name and Address</b>	<b>Brownedge St Mary's High School, Station Road, Bamber Bridge, Preston, PR5 6PB</b>		<b>Telephone Number</b>	<b>01772 339813</b>
			<b>Website Address</b>	<b>www.st-maryshigh.lancs.sch.uk</b>
<b>Does the school specialise in meeting the needs of children with a particular type of SEN?</b>	<b>No</b>	<b>Yes</b>	<b>If yes, please give details:</b>	
	<b>X</b>			
<b>What age range of pupils does the school cater for?</b>	<b>Mixed gender 11-16</b>			

<b>Name and contact details of your school's SENCO</b>	<b>Alison Bradshaw</b> <b>01772 339813 ext 251</b> <b>bradshawa@st-maryshigh.lancs.sch.uk</b>
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We want to ensure that we keep your information up-to-date. To help us to do this, please provide the name and contact details of the person/role responsible for maintaining details of the Local Offer for your school/academy.

<b>Name of Person/Job Title</b>	<b>Alison Bradshaw</b>		
<b>Contact telephone number</b>	<b>01772 339813 ext 251</b>	<b>Email</b>	<b>bradshawa@st- maryshigh.lancs.sch.uk</b>

### **Promoting Good Practice and Successes**

The Local Offer will give your school the opportunity to showcase any good practice you have around supporting children with Special Educational Needs to achieve their full potential. If you have any examples of good practice or success stories, we would encourage you to include these on your Local Offer web pages. For reasons of confidentiality, please do not include a child's full name in any case studies you promote.

I confirm that our Local Offer has now been published on the school/academy website.

<b>Please give the URL for the direct link to your school's Local Offer</b>	<b>www.st-maryshigh.lancs.sch.uk</b>		
<b>Name</b>	<b>Alison Bradshaw</b>	<b>Date</b>	<b>1<sup>st</sup> September 2014</b>

**Please return the completed form by email to:**  
[IDSS.SENDReforms@lancashire.gov.uk](mailto:IDSS.SENDReforms@lancashire.gov.uk)



## Accessibility and Inclusion

- How accessible is the school environment?  
Is the building fully wheelchair accessible? Do you have accessible parking spaces? Have there been improvements in the auditory and visual environment? Are there accessible changing/toilet facilities? How do you improve access to the setting?
- How accessible is your information - including displays, policies and procedures etc. Do you have information available in different font sizes, audio information, Braille, other languages etc. How does the setting communicate with parents and families whose first language is not English? How is information made accessible to parents and families with additional needs?
- How accessible is the school?  
How do you make use of resources such as symbols, pictures and sign graphics to support children's access to resources? Do you have furniture such as height adjustable tables or alternative ways of presenting activities so that children can access them?
- Do you have specialised equipment (e.g.; ancillary aids or assistive technology?)

### What the school provides

- Brownedge St Mary's is predominantly a 1950s build contained on one site. It was built to accommodate fewer than the current average number of pupils. There are 2 buildings; the main building is spread over 3 floors and there are 2 lifts in this building. All parts of this building are wheelchair accessible except a music room and a drama room as the corridor is too short to accommodate a ramp and too short and narrow to accommodate a lift. The second building is a newer build which spreads over 2 floors and contains a lift and a disabled toilet; all areas of this building are wheelchair accessible. By each lift we have an EVAC chair and staff are trained in using the EVAC chair.
- We have accessible parking spaces for both buildings with a designated parking space at the front entrance. We have ramps at entrances and exits. We also have a wheelchair accessible minibus.
- Corridors are narrow but with careful planning and a one-way system in place, congestion is minimal.
- We have good auditory and visual environments. Many classrooms have carpets and the majority have window blinds. Wall displays are in classrooms and corridors and in other areas of the school. Teaching assistants help to keep displays in good order and up-to-date. We have technical equipment to utilise in the assembly hall which includes: lighting, microphones, speakers. The dining hall and gym areas are poor acoustically. Most of the ground floor is not carpeted.
- There are staff male and female toilets in both buildings. There are male and female pupil toilets in both blocks. There are 3 disabled toilets one of these is contained in a medical room where we have a medical bed, a ceiling tracking hoist and hand washing facilities. Our disabled toilet has the facility to wash areas if this is required or preferred. There are no shower facilities in the disabled toilet areas.
- Policies are available in a print format from school and from the website. All policies can be downloaded and adapted as necessary.
- We are proactive in making information accessible to parents and families with additional needs. We have teaching assistants who monitor EAL pupils and liaise with parents. We have a KS4 Intervention Officer and a KS3 mentor/pupil support worker. We also have a School Counsellor and a BESD Mentor who make home visits and liaise with parent/carers. We use bespoke home school diaries effectively. We provide: foreign language dictionaries; translators, storyboards,
- We have 2 height adjustable tables which can be moved around school. We have specialist speakers in some classrooms to aid pupils with hearing impairments. We

have keyboard adaptations for pupils with visual impairments and other conditions such as cerebral palsy, severe ADHD and dyspraxia.

## Teaching and Learning

- What arrangements do you have to identify and assess children with SEN?
- What additional support can be provided in the classroom?
- What provision do you offer to facilitate access to the curriculum and to develop independent learning? (This may include support from external agencies and equipment/facilities)
- What SEN and disability and awareness training is available to all staff?
- What staff specialisms/expertise in SEN and disability do you have?
- What ongoing support and development is in place for staff supporting children and young people with SEN?
- What arrangements are made for reasonable adjustments in the curriculum and support to the pupil during exams?
- How do you share educational progress and outcomes with parents?
- What external teaching and learning do you offer?
- What arrangements are in place to ensure that support is maintained in "off site provision"?
- What work experience opportunities do you offer?
- How well does your SEN provision map illustrate the range and level of support for individual pupils or groups with similar needs and the resources allocated to meet those needs?

### What the school provides

- Students with SEN are identified either in the Y6/7 transition/ liaison window and/or when any need becomes evident. All students are assessed using standardised reading, spelling and numeracy tests on arrival. The school will refer to external agencies for assessment or diagnosis as appropriate following consultation with parents/ carers.
- Classroom based support and intervention takes place in one to one, small group or whole class settings. Subject based intervention is provided by subject specialist staff. Classroom based support is available through a team of experienced teaching assistants. We have a HLTA who is trained to deliver the Soundwrite (phonics) programme. We have a focused Y7 class called Springboard which aids pupils on arrival to Browledge with below level 4 in English and/or Maths. We also run a range of sessions for pupils with motor skills difficulties such as dyspraxia.
- We run a Multi-skills club each morning for pupils with motor skills difficulties and we offer games such as Boccia and occasional wheelchair sports.
- We have links with the Coppice School and we can offer hydrotherapy if necessary.
- Good literacy skills are developed through the whole school timetable. There are Alphasmarts to assist identified students with handwriting and recording difficulties. School will buy in from IDSS (Inclusion and Disability Support Services) to support any identified need for pupils when necessary.
- Each teaching and non-teaching member of staff is given relevant training at the start of the school year. Specialist nurses and agencies are invited to provide advice and strategies for teaching students with SEND and medical conditions.
- Updates are made available to staff, by the SENDCo, via staff briefings, the weekly bulletin or face to face meetings. Internal and external training is available to support the staff.
- Within the SEND team, staff have a range of specialist skills. These include expertise in ASC and PD.

- School works within the examination board guidelines to put into place Access arrangements that are appropriate and meet the needs of the individual student.
- There is a small number of students who access courses which are on offer from external providers. These lead to Key Stage 4 Vocational Qualifications.
- The school utilises the  $\pm$  AMqProject at Shaftesbury House to improve self-reliance and confidence for selected vulnerable students. We have good links with The Coppice Specialist School
- Every child in Year 10 has the opportunity to enact work experience. We have a WRL coordinator member of staff.
- Through the South Ribble Cluster we support a variety of vocational pathways. Attendance, progress, behaviour and engagement is monitored and reported back to school ensuring the quality of provision and safeguarding of pupils.

## Reviewing and Evaluating Outcomes

- What arrangements are in place for review meetings for children with Statements or Education, Health and Care (EHC) Plans?
- What arrangements are in place for children with other SEN support needs?
- How do you assess and evaluate the effectiveness of the provision you make for children and young people with SEN and Disability?

### What the school provides

- All statements and EHCPs are reviewed on an annual basis.
- Reviews are carried out in line with statutory guidance.
- Advice is provided by the school, external agencies, the student and the parent/carer. Documentation is shared in advance, and meetings held at mutually agreed times. Summary advice is sent to the LEA, the parent/carer and school. Each student is always encouraged to participate in their meeting.
- Progress of other students with SEND support needs is monitored regularly in line with school assessment procedures. Internal tracking systems are used to highlight progress of individuals as well as identified groups.
- Progress data is shared with parents three times each year, in the form of a written review, parents' evenings and a final report.
- The school operates an open door policy, welcoming parents who have any concerns about their child.
- The effectiveness of our provision is measured through progress data and through pupil and parent satisfaction surveys. The school is required to measure progress using nationally agreed standards and criteria, as well as progress in individual social, emotional or behavioural targets.
- Pupils with BESD concerns are monitored through Pupils Causing Concern meetings, counselling records, nurture groups, Benedict Room restorative justice work, Intervention Officer input, mentoring programmes
- We have a school Chaplain
- We have a designated person to monitor our looked after children and regular PEP meetings take place.

## Keeping Children Safe

- How and when will risk assessments be done? Who will carry out risk assessments?
- What handover arrangements are made at the start and end of the school day?
- Do you have parking areas for pick up and drop offs?
- What support is offered during breaks and lunchtimes?
- How do you ensure children stay safe outside the classroom? (e.g. during PE lessons and school trips)
- What are the school arrangements for undertaking risk assessments?
- Where can parents find details of policies on anti-bullying?

### What the school provides

- Preliminary assessment made by the SENDCo at school visit before student starts at school. LA and present school are welcome to attend this meeting and assist with the assessment. School draws in specialist advice as necessary.
- Full risk assessment made and stored in school when place at school is confirmed. This is subject to regular review and/or when need changes.
- Sheltered reception area at front of school and automatic sliding doors allow students to be dropped off easily or picked up by school transport or responsible adult. Child protection and safeguarding procedures comply with County guidance. However,

parking in school is very limited, and so the only designated parking/waiting space is for emergency vehicles.

- The library and the dining room both have safe-haven and supervised support for vulnerable children at break and lunchtimes.
- All school trips are processed through Evolve system and risk assessments are attached to forms, checked by EVC and delivered by group leaders/responsible staff.
- The school policy on safeguarding and child protection is clear. It is inclusive, Ofsted approved, and comprehensive and specifies additional requirements for SEND students.
- The school's anti-bullying policy is available by a direct link on the school website and hard copies are available on request. The school maintains a separate bullying log, racist incident log and homophobic incident log.

### **Health (including Emotional Health and Wellbeing)**

- How do you manage safe keeping and administration of medication
- How do you work with the family to draw up a care plan and ensure that all relevant staff are aware of the plan?
- What would the school do in the case of a medical emergency
- How do you ensure that staff are trained/qualified to deal with a child's particular needs?
- Which health or therapy services can children access on school premises?

#### **What the school provides**

- Medication is routinely administered by trained first aiders, but in emergencies may be authorised by members of SLT.
- All medication is kept under lock and key in a central place in the school office. For the safety of all the community, students are not allowed to carry medicines in school. The locked cupboard is labelled, and designated staff have access to the key. It is the parents/carers responsibility to check that medications are within expiry date.
- Medications in the cupboard are all clearly labelled to identify the student it belongs to. Names are checked carefully and instructions read before a record of any administration is noted.
- Instructions for administration are kept with the medication/ Care Plan.
- Some medications are required to be kept refrigerated. These are kept in a clearly marked area of the refrigerator.
- We have a School Nurse who holds a drop-in session once a week.
- If needed, a Care Plan is drawn up in conjunction between the parents, child and medical professional. The school nurse may carry out a home visit and a meeting is called in school when the plan is agreed and signed by responsible staff. The SENDCo agrees all care plans on behalf of the head teacher.
- Care Plans are held centrally in the school office. They are reviewed by the School Nurse at least annually, or if circumstances change.
- Staff are briefed by the school nurse regularly about students with medical needs. Additional training (e.g. diabetes, epilepsy) for staff or first aiders is arranged via the school nurse or specialist nurse practitioners as necessary.
- In the event of a medical emergency, the member of staff is instructed to make an initial assessment & contact a first aider. The first aider will make the decision regarding treatment on the spot, or whether the pupil may be moved to front entrance, using the Evac chair if necessary, or whether to call for an ambulance. The SENDCo is contacted in the case of SEND pupils being injured. In the event of a serious incident, an ambulance is called immediately, along with the emergency

contact adult.

- The school has a drop in from a School Health specialist nurse regularly at lunch time. Pupils can drop in without an appointment and seek confidential advice. Alternatively parents can request that their child sees the nurse. Other services and agencies occasionally make an appointment to visit a child on site, with parental permission if necessary, and subject to school safeguarding protocols.
- Other services who visit school include: IDSS, CAMHS workers, Educational Psychology Service, Barnardo's workers, Addaction, Jigsaw, YPS, MIND.

## Communication with Parents

- How do you ensure that parents know who and who they can contact if they have concerns about their child/young person?
- How do parents communicate with key staff (e.g. do they have to make an appointment to meet with staff or do you have an Open Door policy?)
- How do you keep parents updated with their child/young person's progress?
- Do you offer Open Days?
- How can parents give feedback to the school?

### What the school provides

- Our school website provides contact emails for all staff and the general school telephone number for general enquiries. Full details on how to contact staff, and which member of staff is the most appropriate contact, is given on the website. Pupils' home-school diaries contain staff contact details and these are used to maintain regular contact with parents.
- At the transition meeting for newcomers to the school key staff members are introduced to parents and pupils.
- Our transition coordinator and a member of the DSEN team visit all feeder schools during transition. Each feeder primary school has contact details for Brownedge.
- Our Summer School encourages and develops confidence of the more vulnerable pupils. This also makes them familiar with key staff faces and names. Additional contact/Induction days are made available for Year 6 pupils to come and experience working in our school. We also invite the most vulnerable pupils to visit our school independently, with a TA from their own school, to ensure these pupils feel happy and secure.
- We have an open door policy. Appointments can be made on request; we welcome parents at anytime. We hold an Open Day and 2 Open mornings each year although we will offer other Open Days on request.
- Interim assessment is formally reported to parents at regular intervals throughout the school year. Additional contact will be routinely made if there is an area for concern or celebration. Communication to parents is made a various ways such as: reviews, reports, home-school diaries, telephone calls and emails if necessary, Parentmail.
- Feedback is pursued by report slips, school planners, questionnaires, surveys, PTA and through governors.

## Working Together

- What opportunities do you offer for children to have their say? e.g. school council
- What opportunities are there for parents to have their say about their child's education?
- What opportunities are there for parents to get involved in the life of the school or become school governors?
- How does the Governing Body involve other agencies in meeting the needs of pupils with SEN and supporting their families? (e.g. health, social care, voluntary groups)
- How do home/school contracts/agreements support children with SEN and their families?

### What the school provides

- The school has an active Pupil Voice.
- We have Form representatives on the Year councils which meet regularly.
- School Council reps meet each term and information is fed upwards and downwards.
- Some staff appointments have involved a student panel which meets with

candidates, asks prepared questions and feeds back information to the appointments panel.

- Students are asked to complete a questionnaire about school, their learning and wellbeing, and their participation in school life on a regular basis.
- Parents are encouraged to complete feedback information sheets and questionnaires after visits to school, parent~~s~~ evenings as well as website feedback.
- Students with additional needs are able to make their views known in the student~~s~~ feedback in Annual Reviews, as do parents.
- Interim assessment is formally reported to parents at intervals throughout the school year by means of a review. Additional contact may be made if there is an area for concern or celebration. Pupils who are underachieving go on to ~~Red~~ Action lists and intervention is put in place which is subject specific.
- The constitution of the Governing Body requires parents to be represented on the body. When a vacancy arises or a term of office expires, vacancies are advertised via the website and by letters home. Parents then apply for the vacant positions as set out under the constitution.
- Home/school agreement is signed at the start of each academic year and explicitly supports safety and safeguarding for all.
- There is open door access to the Headteacher.
- There is a governor linked with SEND who reports back to full Governing Body. Reports emphasise the involvement, and the impact this has produced, by key agencies. This ensures there is a regular, comprehensive review of provision.

#### **What Help and Support is available for the Family?**

- Do you offer help with completing forms and paperwork? If yes, who normally provides this help and how would parents access this?
- What information, advice and guidance can parents and young people access through the school? Who normally provides this help and how would they access this?
- How does the school help parents with travel plans to get their son/daughter to and from school?

#### **What the school provides**

- Administrative support is supplied via the main school office on request. The key staff worker is identified and assigned according to need. We have DSEN staff who will help and other members of staff who act as mentors.
- The school website clearly signposts where support can be found.
- Designated teacher (WRL) ensures that impartial careers advice and guidance is delivered to students. A wide range of external agencies and colleges are invited into school to assist in this delivery. Vulnerable pupils receive one-to-one advice and guidance as required by statute.
- Students are given support in completing application forms.
- Working in partnership with the LA Travel Unit, we support the information received by parents concerning travel plans.
- Our Intervention Officer liaises closely with families along with our Key Stage 3 Mentor/Pupil Support

## Transition from Primary School and School Leavers

- What support does the school offer for year 6 pupils coming to the school? (e.g. visits to the school, buddying)
- What support is offered for young people leaving the school? (e.g. careers guidance, visits to colleges, apprenticeships, supported employment etc)
- What advice/support do you offer young people and their parents about preparing for adulthood?
- What advice/support do you offer young people and their parents about higher education, employment, independent living and participation?

### What the school provides

- At Brownedge we have 2 Transition Coordinators (TC); one for KS2-3 transition and one for KS3-4 transition. We also have a WRL Coordinator who works closely with the KS3-4 TC to ensure a smooth transition for school leavers.
- Brownedge offers taster days for Year 5 pupils from our feeder primaries. This means that by the time they are in Year 6, they have had the chance to visit our school, and should hopefully not be as concerned, as they have met some of the teachers and seen how lessons transpire.
- In Year 6, during the Summer Term, the KS2-3 TC visits the Primary Schools collating information about each Year 6-7 pupil. The TC has introduced a %drop in+ session in some of our feeder schools, where the school Chaplain and the TC will be on hand to talk to pupils who are nervous about starting Secondary School. Dependent on success, this will be rolled out to all feeder schools.
- We provide extra transition for any SEND pupils especially those with ASC; we develop transition programmes with the Primary School. The SENDCo and/or Deputy SENDCo attend any Y6 Annual Reviews for pupils with a Statement of SEN whenever possible.
- We organise 1:1 visits to colleges for vulnerable pupils.
- In July we invite all of the Year 7 September starters to experience their first day at Brownedge. This is so they know their forms, Form Tutors and they will meet new friends. This has proven to be very successful and means that we can sort any problems prior to September and hopefully each pupil will not be worrying over summer.
- We hold a Primary Liaison evening where we invite parents to meet their child's Form Tutor and various key members of staff. Again we have discovered that this allays fears and means that they should not have all summer to worry about their child starting high school.
- Throughout the year, we invite year 6s into school and they participate in Maths and English activities.
- We have a Pathways Programme for KS3-4 transition where pupils are guided when choosing their options. All Annual Reviews for Statemented pupils in Y9 are geared towards helping these pupils make the right choices for their options; each meeting is attended by a representative from Young People's Services (YPS).

### KS4 Intervention

Brownedge operates an Intervention programme driven by pupil progress, punctuality, preparedness and politeness. We provide a Year 11 Mentoring Programme where students are assigned a personal mentor. Mentors meet with students on a regular but informal basis during the school day, providing opportunities for discussion on a wide range of issues including behaviour, confidence, attendance, and progress. The aim of the programme is to support, motivate and empower our students to participate fully in their lessons and other aspects of school life and ultimately to achieve their full potential in their GCSE

examinations.

We also operate a system of Directed After School Catch Up (DASCU) to assist Year 11s with their studies.

### **Year 10 Information Evening**

This evening is aimed at providing parents and students with some important information regarding core subjects that pupils in Year 10 will be studying over their final two years in school. In addition we provide information about the key dates and deadlines across the range of GCSE options. Hopefully this will give parents an indication of the road ahead, the challenges their children will face, and when they can expect to face them.

### **Careers Advice**

During years 10 and 11, Careers Education modules are built into the Learning for Life Curriculum

- " Exploring A Levels, BTEC Diplomas, Apprenticeships and Employment
- " How to write Personal Statements/CVs
- " Completing application forms

### **Year 10 - Summer term**

- " College sampler days
- " Enterprise Activities
- " Mock Interviews

### **Year 11 – Autumn term**

- " Drop-in Advice Sessions
- " Interviews for college and work placements
- " One-to-one interviews with feedback and follow up for every year 11 student
- " GCSE Results day personal advice and guidance

## **Extra Curricular Activities**

- Do you offer school holiday and/or before and after school provision? If yes, please give details.
- What lunchtime or after school activities do you offer? Do parents have to pay for these and if so, how much?
- How do you make sure clubs, activities and residential trips are inclusive?
- How do you help children and young people to make friends?

### **What the school provides**

- The school offers Homework Club before school and after school; there is no charge for this service. There may be occasions this service will not be available due to unavoidable closures.
- The school runs a 2 week Summer School available to PPI Y6/7 transition children. This is going to roll out for our Year 7 PPI pupils. The Summer School actively engages pupils in finding new friends and supporting new friendships.
- There is a range of extra-curricular available to all students. The activities include, sport, music and drama.
- The school currently offers a chance to access the Duke of Edinburgh Award.

- Parents are required to pay for individual music tuition.
- All clubs, activities and trips are available to all students, but may be subject to risk assessment. We have been praised by pupils and parents of our inclusive approach when arranging trips as we make adjustments as necessary.
- Some trips and visits are subject to a voluntary contribution from parents/carers. A small fund is available to cover essential curriculum visits, in cases of hardship.
- Where places are oversubscribed parents will be informed as to how places will be allocated.
- The school operates a buddy system where older pupils offer guidance, help and friendship support to younger students.
- Teachers, Welfare staff and other adults will signpost vulnerable young people
- We have a very range of inclusive groups and activities such as: Mentoring Programmes, Social Stories, Nurture Groups, Peer Mediation, Counselling, Chaplaincy, Intervention Officer and Pupil Support Mentor, Breakfast with God and the Duke of Edinburgh Award.