

SEN & Disability Local Offer: **Primary Settings**



**Our Lady Of Lourdes Catholic
Primary School**
School Number: 01/031

School/Academy Name and Address	Our Lady of Lourdes Catholic Primary School			Telephone Number	01524 732289
				Website Address	www.olol.lancs.sch.uk
Does the school specialise in meeting the needs of children with a particular type of SEN?	No	Yes	If yes, please give details:		
	No				
What age range of pupils does the school cater for?	4 – 11 years				
Name and contact details of your school's SENCO	Elizabeth Kendall head@olol.lancs.sch.uk				

Name of Person/Job Title	Elizabeth Kendall SENCo/Headteacher		
Contact telephone number	01524 732289	Email	head@olol.lancs.sch.uk

Please give the URL for the direct link to your school's Local Offer	www.olol.lancs.sch.uk/send/		
Name	Mrs E Kendall(SENCo) Mrs J Broadley (SEN Governor)	Date	October 2023

Please return the completed form by email to:
IDSS.SENDReforms@lancashire.gov.uk

Accessibility & Inclusion

What the school provides:

- At Our Lady of Lourdes School, we have wheelchair accessibility via the canal path. All doors are standard size for average sized wheelchair. Part of school is accessible via stairs wheelchairs can access this area round the outside of the school building.
- We have a medical room which is fully adapted for disabled use with a shower and handrails.
- Furniture is modern and of a suitable height appropriate to the age group of children being taught in that classroom.
- All the outside stairs have a yellow or white strip painted on them to increase visual awareness.
- All teaching areas are fitted with carpets to help improve the acoustics of the building.
- All classrooms use visual timetables.
- The school utilises a range of ICT resources for pupils with SEN.
- Computers and interactive whiteboards are installed in every classroom.
- We display information posters from the authority in the additional languages spoken by the parents of our school. As we have an open door policy parents ask us to reread/phrase communications to them and if required we would organise for a translator to assist.
- Communications can always be printed in different font sizes.
- Each child's needs are constantly assessed and by working with other agencies we provide additional resources as required eg wobble cushions and different pencil grips.
- We have a defibrillator on site which is located in the hall.

Teaching & Learning

What the school provides

- At Our Lady of Lourdes school, we have very rigorous tracking systems in place which quickly identify areas of need through our half termly pupil progress meetings. We believe early identification is the key to success. Where a child is identified as having additional needs quality first teaching through wave one support is outlined and put into place. Examples of this include; a child's seating position in class, copying work on a particular colour to aid reading, pencil grips and any other specific classroom adjustment for the child.
- All our classteachers make adaptations to their lessons to support all children within their classes. This enables us to have children working alongside their peers and being able to be successful in their own learning at the right level.

- As necessary we draw up Individual Learning Plans (IEP's) with pupils, parents, teachers and outside agencies. Targets are agreed then strategies, resources and support put into place to work towards them.
- The SENCo works closely with parents, teachers and specialists to plan an appropriate programme of intervention and support. All this support is outlined on our Intervention plan.
- The SENCo can undertake some additional assessments to help identify a child's need as required.
- We refer to other agencies (Speech and Language, Occupational therapist, School Nurse, CAMHS, Education Psychologist etc.) for assessments and programmes of work for specific specialist areas.
- We buy in specialist teacher from, the Inclusion Disability Traded Services team, (IDTS) as required.
- As we are a small school needs change depending on pupils therefore we work closely with all agencies as needs arise.
- Training is driven by needs of the school and children. When a new need is highlighted we seek advice, support and training as necessary.
- All teaching assistants have at least a NVQ level 2 or equivalent qualification with many of them having a level 3 qualification.

Reviewing & Evaluating Outcomes

What the school provides

- All children are tracked and assessed using the National Curriculum levels and where appropriate we use P scales. Other assessment tools and checklists are used for targets that fall outside of the National Curriculum such as motor skills and the social skills group.
- Individual Learning Plans (IEP's) are reviewed termly by parents and teachers.
- Each child who has an EHCP has an annual review each year. Parents, professionals and the child are asked to review the year and set targets for the following year.
- For all those in year 6 there are two review meetings during the year to help with Transition to High School.
- We liaise with outside agencies each time they visit school, informally discussing progress and address need.
- Each child who is on the Special Needs Register and therefore has an Individual Learning Plan has targets which the Teaching Assistant and Teacher review and evaluate.
- Children who have daily behaviour targets are asked to contribute by discussing their achievement at the end of each session so we work in partnership to the common end goal.

- Teachers discuss all pupils in half termly pupil progress meetings, where needs are highlighted and then addressed. Interventions are reviewed and updated at these progress meetings.
- We liaise with our families to support them using an Early Help assessment if needed this is followed up with Team Around the Family (TAF) meetings as required to discuss, evaluate success and set new targets.
- The SEN Governor has termly updates, and review meetings with the SENCo and reports back to full Governors as required.

Keeping Children Safe

What the school provides

- Teachers constantly assess situations to minimise risk in all situations. The SENCo undertakes workplace inspections termly and reports to the Governors. The Governors subcommittee complete a health and safety walkthrough termly.
- When an individual child requires a risk assessment we seek support from the local authority and the appropriate agency. We have specific risk assessments for other emergency events such as the use of crutches.
- The site supervisor checks the outside area weekly and the local authority assess this space termly.
- All trips are risk assessed using the authorities EVOLVE system, Mrs Kendall is the schools Education Visit officer. Adults wear high visibility jackets, carry a school mobile phone, travel first aid kits and medication when off site on school trips.
- Parents are encouraged to use the canal path (wheelchair access) or the path alongside the church hall when dropping off and collecting children. All Key Stage 1 children are directly handed over to a known adult and arrangements are made with the child's teacher if they are going home with someone different to the normal as required.
- Visitors arriving in vehicles are encouraged to park in the Church Car Park and walk down the path to school.
- Policies are available on the school website or freely available on request from the school office.
- There are two members of staff on duty each playtime and a team of welfare on duty to supervise children at dinner time. All of our staff are trained to Paediatric First Aid level and staff have been trained how to use the defibrillator. Welfare staff take first aid kits and ice packs outside each dinnertime.
- The school gates are locked at about 9.30am then reopened around 3.15pm. During these times access to school is gained by pressing the intercom button to release the magnet locked gates. The gates are covered by CCTV cameras, where the image is displayed and recorded in the school office.

- Children are taught how to move, lift and carry equipment safely and check it is safe before they use it in PE and other lessons.
- We have a full collection of risk assessments to use tools and equipment in DT and Science lessons.
- We are vigilant around the use of technology and staff are familiar with our Online Safety policy.
- The school council promote anti-bullying and lessons are taught through PHSE time. Each class discusses a range of issues alongside their PSHE sessions.
- If a parent raises concerns about bullying we follow the Lancashire anti-bullying school (TABS) system.

Health (including Emotional Health & Wellbeing)

What the school provides

- Our Lady of Lourdes school has an administering medicine policy that all staff follow. If a child requires prescribed medicine the appropriate forms are completed and medicine is locked in a cupboard that only Senior Members of Staff have access to.
- Inhalers are kept in a safe accessible place in each child's classroom for quick, emergency access. In line with our policy a member of the Senior management team oversees the administration of medicine so there are always two members of staff administering medicine.
- Two members of staff ensure all medicines are in date, paperwork completed correctly and ensure there are enough first aid provisions each month.
- When a child is required to take medicine or receive additional care on a regularly basis a school a care plan is drawn up with the SENCO, School Nurse and parents/Carers. Care plans are shared with all staff including welfare and information is stored in the medical room and the child's class room.
- At Our Lady of Lourdes we have an awareness register so each member of staff and any supply staff can quickly see each child's unique need including children's medical conditions and allergies. In the case of an emergency we follow the individual and specific care plan.
- We have good links with the School Nurse, who regularly supports children and families at school.
- The school has emergency plans/policies where the Headteacher takes responsibility as required.
- We have a defibrillator on site which is located in the medical room.

Communication with Parents

What the school provides

- Our Lady of Lourdes school is a small family school with an open-door policy. If a need can't be addressed on initial contact an appointment is made with the appropriate member of staff.
- There are staff available on the school playground before and after school every day.
- Parents are invited to each week's celebration assembly to share the individual achievements of the children.
- We hold two parent's evenings where parents are given an appointment time to discuss their child. Full reports are sent in the last term with the opportunity to discuss this document the week after with teachers.
- The school holds Open days for the local community to attend.
- Each child has a reading journal for parents and teachers to communicate in. Specific communications books are set up for individual child as need requires.
- Parents are sent an annual questionnaire and encouraged to leave feedback on the OFSTED parents view website.

Working Together

What the school provides

- As Christ is the centre of all we do, we hold a range of different liturgies and Masses which are open to parents and our Parish family.
- Each year the children vote for their new School Council. Children from years 1 – 6 are encouraged to stand for election. Reception children vote a year 6 to represent them at the meetings. If they wish to be part of the school council they give a short talk to their class and display posters then voting takes place.
- Parents/pupils/staff all sign a home school agreement at the beginning of each school year and are invited to 'transition' class swap days.
- Special assemblies are celebrated in school which are always open for families to share.
- We enjoy taking part in days that involve the whole school working in their houses – RE days, A Day to create etc.
- We like to play an active part in the local community, singing in nursing homes and supporting local events such as the tree festival.
- Elections to the Governing Body are held in the event a vacancy arises.

What help and support is available for the family?

What the school provides

- As we are a small family school support is always available. We support parents as needs arises. Parents can approach class teachers/SENCo/Headteacher to support them.
- School help to support parents using the Early Help Assessment. This enables us to signpost parents to the right support for them and their families.
- The Headteacher and SENCo often support parents completing paperwork.
- The Headteacher and the analyse attendance data and where necessary with the support of the school nurse a medical support plan is put into place to assist children attending school.
- When appropriate and previously agreed with parents' referrals are made to the PAST team (Pupil Attendance Support Team).

Transition

What the school provides

- When pupils choose to start in our reception class the parents are invited to an informal meeting to meet all the staff and support them complete the necessary paperwork for starting school.
- As pupils transfer throughout the school year we have telephone conversations with the Headteacher and where necessary hold a 'Team Around the Family' (TAF) meeting to put care plans/ Individual Education Plans into place.
- When pupils transfer to high school we have meetings with a representative from the high school. All pupils spend time at their new school. For a child who has additional needs a transition meeting is set up, for the pupil, parents and agencies involved with the child. At this meeting a plan is put into place for extra visits and other support.

Extra-Curricular Activities

What the school provides

- We teach children playground games during PE and PHSE lessons.
- Our Lady of Lourdes school has a breakfast club and after-school club available for all children.
- We also run a range of different extra-curricular after school clubs. These clubs change depending on the time of the year and staff availability,

exact information can always be found on the school newsletter and website. Clubs run by school staff are free of charge although they will be asked to bring specific equipment eg shin pads for football, wellies for Eco club etc. Clubs/lessons that are run by outside agencies such as Morecambe Football club or the Music Service have a small charge.

- We advertise holiday clubs run in the local area.
- Every two years each child in Year 5 & Year 6 attends a Residential Education Outdoor adventure centre for a week of different challenges.
- We also run a host of outdoor days provided through our Sports Partnerships.