

People who support children with Special Educational Needs & Disabilities in Dhekelia Primary School

School Based Information	Staff	Summary of Responsibilities
<p>Who are the best people to talk to in this school about my child's difficulties with learning / Special Educational Needs & Disabilities (SEND)?</p>	<p>Class teachers</p> <p>Special Educational Needs Co-ordinator (SENCO)</p>	<p>They are responsible for:</p> <ul style="list-style-type: none"> • Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (this could be things like targeted work, additional support) and letting the SENCO know as necessary. • Using Individual Education Plans/ Individual Behaviour Plans (IEP/IBP) when planning for your child's lessons. • Ensuring that all staff working with your child in school are supported to deliver the planned work / programme for your child, so they can achieve the best possible progress. This may involve the use of additional adults, outside specialist help and specially planned work and resources. • Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND. <p>They are responsible for:</p> <ul style="list-style-type: none"> • Co-ordinating all the support for children with special education needs & disabilities (SEND) and developing the school's SEND Policy to make sure all children receive a consistent, high quality response to meeting their needs in school. • Ensuring that you are: <ul style="list-style-type: none"> ▪ involved in supporting your child's learning ▪ kept informed about the support your child is getting ▪ involved in reviewing how they are doing ▪ part of planning ahead for them. • Liaising with all external agencies to help support your child's learning e.g. Speech and Language Therapy, Educational Psychology etc

	<p style="text-align: center;">Head teacher</p>	<ul style="list-style-type: none"> • Updating the school's SEND list (a system for ensuring all the SEN needs of pupils in this school are known) and making sure that there are excellent records of your child's progress and needs. • To provide specialist support for teachers and support staff in the school so they can help your child (and other pupils with SEN in the school) achieve the best possible progress in school. <p>They are responsible for:</p> <ul style="list-style-type: none"> • The day to day management of all aspects of the school, this includes the support for children with SEND. • Gives day to day responsibility to the SENCO but has overall responsibility to ensure that your child's needs are met. • Must make sure that the School Governance Committee is kept up to date about any issues in the school relating to SEN.
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