

SEND & INCLUSION NEWSLETTER

October 2017

Update from SEND Group Manager – Simon Wellman

Dear Colleagues,

We have just about squeezed an edition of the SEND newsletter out in October. Lots of activity during the previous half term and many updates about what we have been doing are provided in the following articles.

We had a fantastic turnout to the SEND conference that was held at the Whitehouse Hotel on the 12th October where over 85% of Telford and Wrekin schools were in attendance. Following Andy and Heather's opening remarks we had a masterclass in how to present at a conference by Rona Tutt. I must admit that I was slightly worried when I first heard the musical opening but I was in awe following her lively, engaging repertoire of quips that followed. And yes they were all about SEND! Thanks Rona!

Bob then provided us with an overview of the work undertaken by the AET where he highlighted some key resources and materials that have been developed. I know some schools in Telford have already taken part in AET level 1 training although this probably requires a refreshment as new colleagues join us all the time. We are working on a strategy to develop different levels of support at universal, targeted and specialist levels and AET will feature heavily in our developments.

Just before lunch I provided an overview of the year ahead for SEND in Telford and Wrekin where there will be significant focus on SEN support. We know that we need to build both parental and educational settings confidence in SEN support level. As an aside many of you have asked where the video came from that I showed. If you google 'Animal School' and YouTube you will find it. If you can, it is well worth showing to staff in your school. It definitely makes you stop and think.

Following lunch we then had the opportunity to attend 3 workshops. Bev Porter, LSAT lead and Karen Grandison, Senior EP led on person centred approaches, Denise Rock, (Redhill Primary) and Amanda Weaving (Ercall Wood) provided us with some top tips as SENCOs of their primary and secondary schools respectively. Pat Bullen completed the picture with some useful guidance about working with parents.

I don't know about you but I left the day with a whole heap of new jobs for the list!

My thanks to all those who presented on the day and to those who spent many hours organising the event. It was a great success.

Out and about I have enjoyed visits to Captain Webb, Newdale and St Mary's Catholic Primary Schools. Plenty more visits planned for November and December to get me out of Darby House.

Best wishes

Simon

Local Offer
for Special Educational Needs and Disability

Discover everything you need to know about education, health and care services in your local area for children and young people with SEND 0-25yrs at...

www.telfordsend.org.uk



Some key reminders

31st October deadline

Please remind parents of children who have an EHC plan or statement of SEN that they must make their school preference by the 31st October 2017 using the online admission portal www.telford.gov.uk/admissions

This applies to

- Children starting school for the first time for a primary place to start in September 2018.
- Current year 2 children applying for an infant to junior school place to start in September 2018.
- Current year 6 pupils applying for a secondary school place to start in September 2018.

EHC review dates for phase transition groups

Have you arranged, or held, EHC annual reviews for children in the year groups so that you meet the dates below?

Year Groups	Please send completed Annual Reviews to SEND team by:
Nursery year (aged 3 since 1 st September 2017)	17 th November 2017
Year 2 pupils (infant school only)	23 rd October 2017
All year 6 pupils	17 th November 2017
All year 11 pupils	8 th December 2017

EHC review lists sent to schools

For schools only: Did you receive a list of all the children at your school with an EHC plan or statement of SEN with the date we require completed annual reviews to be sent to the LA?

Lists were sent out to all schools on the 14/15th September 2017. Given some of our data issues we were expecting more schools to contact us raising errors, however this has not happened. Please check that you have received your list. If you have not please contact SENDandInclusion@telford.gov.uk.

We are planning to send an updated list to schools by Friday 3rd November. This will show any outstanding reviews that we have not received alongside those that are within timeframe.

We are working on a separate project for EHC plans that require review in post 16 providers.

Year 11 Phased Transition: Message from Future Focus

The Local Authority has a statutory duty to name a post 16 provider for September 2018 for those young people currently in Year 11 plans by the 31st March 2018, and as such we would be grateful if you could inform your FutureFocus advisor of the review dates once they have been arranged.

For those schools who purchase Careers IAG from FutureFocus, the advisor allocated to that school will conduct a 1:1 careers meeting with each SEN pupil prior to the EHCP review and complete an action plan, intended destination preference form and post 16 application forms (where requested) prior to the annual review.

http://www.telfordsend.org.uk/localofferservices/downloads/download/38/future_focus_careers_action_plan

For the schools that do not purchase Careers IAG through FutureFocus, the school has the duty to provide this service and we request that you complete the same relevant paperwork (action plan, intended destination preference form and post 16 application forms) prior to the EHCP review. FutureFocus will support transitional arrangements for SEN students in these schools.

FutureFocus will be forwarding the intended destination preference paperwork (in the form of a carbon copy pad) for you to use. If you have any queries relating to this please contact Future Focus Careers on 01952 388988 or future.focus@telford.gov.uk.

Peer Mentoring Scheme For SENCoS

We have set up a peer mentoring scheme which has been working well. The scheme matches those with existing knowledge and skills in the SENCo role with colleagues who have recently taken up post or feel that they would benefit from a buddy.

Please contact us if you would be willing to act as a 'SENCo buddy' or if you would like us to find you a buddy by contacting: SENDandInclusion@telford.gov.uk

Information for Parents/Carers: Timeline for 20 week EHC needs assessment for

The Local Authority has published some new guidance for parents and carers about the EHC needs assessment. The timeline has been developed to show parents what is happening during the 20 week timescale. The timeline, available on the Local Offer, will be sent to families upon receipt of a request for an EHC plan. We have attached a copy of the timeline to this newsletter.

Local Offer for Special Educational Needs and Disability

Discover everything you need to know about education, health and care services in your local area for children and young people with SEND 0-25yrs at...

www.telfordsend.org.uk



Update: The 8 changes to the EHC needs assessment process

Last year we consulted upon 8 changes to the way in which we complete the EHC needs assessment. To provide a final update, this is what we have achieved:

Change 1: We have incorporated the collection of parent/carer views and completion of a one page profile in a new EHC needs assessment form. Caseworkers from the Children and Family Service (a social care team) no longer undertake this activity. Professionals involved in an EHC assessment, where it has been agreed to proceed, will be sent a copy of the EHC assessment form to ascertain background information about the child and are encouraged not to ask similar questions to support a 'tell it once' approach.

Change 2: An EHC assessment of a child will now involve a conversation with all families from colleagues within social care teams. Where a child is already known to social care or Early Help the professional involved will provide social care advice. Where a child or family is not known a caseworker from the Children and Family Service will hold a 'family conversation' to assess for any unmet care needs. The family conversation will be used as the basis of the social care advice.

Change 3: A health questionnaire has been included in the new EHC needs assessment form— see part 11.

Change 4: We have developed the notion of **moving forward meetings** so that we can co-produce the contents of a draft EHC plan with parents. You may have already been asked to organise a moving forward meeting. More information about moving forward meetings are provided in this newsletter.

Change 5: We now only use one EHC template for children and young people aged 0-25.

Change 6: We have streamlined the process of assessment for those children that go through the MDA process at Stepping Stones. An EHC needs assessment is now triggered by professionals at the end of the MDA assessment where that is deemed appropriate.

Change 7: We have issued a pilot EHC needs assessment request form and guidance so that settings are better able to evidence a high quality graduated approach. Please be reminded that the Local Authority no longer accept requests from settings using the old EHCNA form (from 27th October 2017). Based on feedback received the Local Authority intends to publish final documentation in January 2018.

Change 8: We no longer state hours on an EHC plan and instead have replaced them with banded levels to indicate the available resource to support implementation of provision specified in part F of a plan.

Thank you for all your comments and support to implement these changes. The feedback has been very positive.

Local Offer for Special Educational Needs and Disability

Discover everything you need to know about education, health and care services in your local area for children and young people with SEND 0-25yrs at...

www.telfordsend.org.uk



Moving Forward Meetings

Part of the changes that we have made to the EHC need assessment process is the development of Moving Forward Meetings.

Why have we introduced 'Moving Forward Meetings'?

Following consultation with our parents and families we recognised the following:

- There is a need to formalise the meeting where the LA has not agreed to proceed with an EHC assessment and/or not agreed to issue a plan following an assessment.
- There is a need to record agreed actions that have been discussed between the LA, school and parent following a discussion about no to assess and/or no to issue an EHC plan.
- There is a gap in co-producing an EHC plan where it has been agreed to issue one.

Within the 20 week process there are three scenarios therefore where parents will be invited to attend a Moving Forward Meeting.

- ⇒ At week 6 where the Local Authority has not agreed to an EHC assessment.
- ⇒ Between week 12 and 16 where the Local Authority has said no to issuing a plan (after the assessment has occurred).
- ⇒ Between week 12 and 16 where the Local Authority has agreed to issue an EHC plan.

Parents will only need to attend a Moving Forward Meeting once unless the LA changes a decision.

What will happen in a Moving Forward Meeting?

Where the Local Authority has not agreed to an EHC assessment or does not issue an EHC plan following an assessment, the moving forward meeting will be an opportunity for parents and the educational setting to discuss the decision with the SEND officer responsible. At this meeting agreed actions with the child's setting, will be recorded in a **moving forward agreement**, so that all understand the support that will be put in place. The meeting will take place at the child's setting and be facilitated by the responsible SEND officer.

Where it has been agreed to issue an EHC plan, the moving forward meeting will be an opportunity for parents to help the LA decide (or co-produce) what goes into the plan. The meeting will be led by the SEND officer and will be held at the child's educational setting. The professionals who were part of the EHC assessment will also be invited to attend although their attendance will be dependent on their capacity. Alongside parents you will be able to ask questions, clarify anything you are not sure about and help shape what is written in the plan.

Who will organise Moving Forward Meetings?

The SEND team will send you a proposed date and time for a Moving Forward Meeting at the relevant time in the 20 week process. Educational settings will be asked to host the meeting. We have already begun to send invitations for Moving Forward Meetings to some educational settings.

We are currently developing the agendas for the Moving Forward Meetings and template for the Moving Forward Agreement. Further detail will be shared at the SENCo update meeting on the 15th November.

Meeting the needs of children with SEND as they move into secondary provision

At this time of year, we know that many secondary schools/academies are holding open evenings for parents and children of year 6 children who will be moving into their next phase of education in September 2018. Thank you for committing to this really important activity which I know takes time to organise. Many parents report how beneficial it is to visit and talk to members of staff and how it reduces their own anxiety about the big move!

One area that we are very committed to as a Local Authority, as I know you are in schools and academies, are those pupils with Special Educational Needs. Most of you recognise that the needs of our most vulnerable children are becoming more complex and together we are working to develop the best continuum of provision that we can across the borough. I am proud that Telford and Wrekin is an inclusive authority where we expect the majority of our children with SEND to attend mainstream schools. There is a lot of positive work in both the primary and secondary sectors to meet the needs of those with SEND and most of that happens at SEN support level.

Recently, we have had some parents, of our current year 6 pupils, phone into the Local Authority raising concerns that they have been informed by some secondary schools that an Education, Health and Care Plan (EHCP) will be necessary in order for their children to be allocated support when they reach the school. Whilst these children do have SEND, they have been well supported at primary schools at SEN support level and we are unclear, as a Local Authority, why this message has been given. The expectation would be that children supported at SEN support in primary would transition into SEN support in secondary. As I know you are aware, all schools and academies are expected to fund the initial £6000 worth of support for additional needs, as specified within [section 11 of the Schools and Early Years Finance Regulations, 2015 \(page 12\)](#) from their delegated (notional SEN) funds. Whilst we recognise that some children may require an EHCP, where provision to meet their needs may exceed this funding threshold, for example, this is determined through evidencing a high quality graduated approach. Moving between phases of education in itself does not meet the criteria for an EHC assessment/plan.

As you may expect, we have had some very worried parents having heard this message and we have sought to reassure them that an EHCP is not necessary and that secondary schools /academies have funds to support SEND without the need for a plan.

To this end, I am very pleased to let you know that the Local Authority is developing a 'School Inclusion Panel' to further develop our collective approach to meeting the needs of children with SEND. The School Inclusion Panel, which will be school led, will offer a forum in which peers are able to offer support, challenge and, where criteria is met, access to high need funding without an EHC plan to meet increasing complexity of need in mainstream settings. More information about that will be available from the SEND team in due course.

We very much appreciate the work all our schools and academies undertake to meet the needs of children in Telford and Wrekin and our parents very much appreciate the warm welcome that you give.

Messages do become confused on occasion, but I hope this has clarified the position.

Kind regards

Heather

Heather Loveridge

Assistant Director: Education & Corporate Parenting

Local Offer
for Special Educational Needs and Disability

Discover everything you need to know about education, health and care services in your local area for children and young people with SEND 0-25yrs at...

www.telfordsend.org.uk



School Inclusion Panel

The working group, developing the School Inclusion Panel have been meeting over the last half term. To remind, the purpose of the panel is to provide an opportunity for peer to peer support, challenge and access to high need funding without an Education, Health and Care Plan. We have been developing the rationale (an extract is provided below) criteria and structure of panel meetings. We are on track for panel to begin in the new year and dates will soon be released. There is significant emphasis on this being a school led system and we are excited to lead this initiative. There will be further communication this term and we will provide an update at the next SENCo update meeting on the 15th November.

Mandie Haywood, Head Teacher Old Park School
Sandra Osman, Head Teacher Donnington Wood Junior School

Rationale

A school led forum providing support and challenge for schools regarding provision and practice for children with Special Educational Needs (SEN).

The School Inclusion Panel is a school led forum within Telford and Wrekin that provides support and challenge to schools regarding provision and practice that is delivered for children with Special Educational Needs and Disability (SEND). It aims to provide an opportunity to network and deliver peer to peer guidance. The focus is to, through sharing best practice, develop an inclusive education system within Telford and Wrekin whereby children with increasingly complex needs achieve and succeed within mainstream schools.

A key function of the panel will be to support a school's development of its graduated approach, through assess, plan, do, review cycles so that they are able to intervene early and with pace. To this end the panel has an allocation of high needs funding from the Local Authority which schools are able to access where criteria is met and documentation required has been completed.

The School Inclusion Panel has been developed in response to the views of Telford and Wrekin Schools. Some 'shout outs' include:

We want children with SEND in our mainstream schools.

We need high quality SEN support across all schools.

We need to share good practice and learn from each other.

We want to know what other services are out there and how to access them.

We need a less bureaucratic way of accessing additional resource so we can intervene and make a difference early quickly.

PATOSS

PATOSS - Professional Association for Teachers and assessors Of Students with Specific Learning Difficulties (SpLD) Shropshire Branch

Membership of the group is free and entitles members to a reduced fee to talks.

Contact Janet Barlow at janet.barlow@talk21.com for details.

Autumn Term Meetings:

1) Dealing Creatively with Mathematical Difficulties

Ian Sugarman, Thursday 12th October, 7pm for prompt 7:30pm start. £3 national PATOSS members, £5 Shropshire PATOSS members, £7 guests.

Venue: Oswestry Cricket Club, Morda Road, Oswestry, SY11 2AY

Many of you will probably have heard of Ian who is a former Shropshire Maths Advisory teacher and you may also be familiar with his 'Numbergym'. Ian will give us a maths workshop where he will focus on the typical issues relating to maths difficulties and show ways he has used over the years to meet them. He will use a range of equipment and also show some others; as well as showing the Numbergym software which he has produced.

Ian was a Primary class teacher in London and Oxford for 11 years before moving to Shropshire to be an Advisory Teacher. Here, he devised many curriculum resources for the LA which are now freely available through STEM.

He then moved to teacher training on the Primary BA/PGCE courses at Manchester Metropolitan Uni. at Crewe.

Since his retirement he has been tutoring pupils, both with learning difficulties and those who are deemed to be G&T.

In his workshop he will present some of the teaching approaches that he has found to be most effective, especially in the areas of Place Value and developing fluency.

He is also co-author of Numbergym Software.

2) Bring a Problem, Bring a Solution

Thursday 9th November, 8pm, free event.

Venue: Oswestry Cricket Club, Morda Road, Oswestry, SY11 2AY

The idea is to have a get-together/come and share evening where people either bring along a resource (i.e. a solution) e.g. game, resource which you find useful or share a problem you have come across which others may be able to offer advice on (i.e. a problem). The meeting will be preceded by our AGM at 7:30pm, which will last approx 30mins. Attendees to the AGM will be offered a complimentary glass of wine/fruit juice as a thank you for attending. Nobody will be put under any pressure to join the committee, take office etc. we are just hoping members will come along to hear what we have been up to (agenda to follow).

Local Offer
for Special Educational Needs and Disability

Discover everything you need to know about education, health and care services in your local area for children and young people with SEND 0-25yrs at...

www.telfordsend.org.uk



The Communication Trust Resources Guide

The Communication Trust have developed a resources guide which includes information about the range of resources available. They offer a range of information and tools to enable practitioners to improve their practice, many of which are free to download:

<https://www.thecommunicationtrust.org.uk/>



The Communication Trust
Every child understood

A Useful Place To Find Information



NASEN (National Association for Special Educational Needs) have produced a series of mini guides, which are available online. These are free to download and cover a range of topics including The Graduated Approach, Girls and Autism and Effective Adult Support.

<http://www.nasen.org.uk/resources/?tag=miniguides>

The Five Minute Literacy Box

The Five Minute Box is the multi-sensory phonics programme which enables the early identification of potential specific learning difficulties. The Box provides secure basic skills for reading, spelling and writing thus maintaining self-esteem and a more positive attitude.

<http://www.fiveminutebox.co.uk/the-five-minute-box/>



Local Offer
for Special Educational Needs and Disability

Discover everything you need to know about education, health and care services in your local area for children and young people with SEND 0-25yrs at...

www.telfordsend.org.uk



LSAT Courses - October/November 2017

Please see below the LSAT courses for September and October. Please contact Beth Seymour on Bethany.Seymour@telford.gov.uk or 01952 380861 to book or for more information.

Red - For TAs only

Course Code	Course Title	Date	Time	Tutor
LSAT 233	Interventions - An Overview Of A Range Of Support Programmes And Approaches	Tuesday 31st October 2017	9:15am - 11:45am	
LSAT 213	Preparing For KS4 Access Arrangements	Tuesday 7th November 2017	1:15pm - 4pm	Georgina Roycroft
LSAT 214	From Spoken Language to Written Language – Ways to Support the Writing Process for Pupils with SEN	Wednesday 8th November 2017	9:15am - 11:45am	Bev Porter
LSAT 215	Early Years PVI SENCo Network Meeting	Tuesday 14th November 2017	6:30pm - 8pm	EY LSAT
LSAT 227	SEND Update Meetings	Wednesday 15th November 2017	4pm - 5:30pm	Bev Porter
LSAT 216	Memory in the Primary Classroom	Thursday 16th November 2017	1:15pm - 4pm	Jess Bussey
LSAT 230	Role and Context – Working In Partnership	Thursday 16th November 2017	9:15am - 11:45am	Jackie Lewis
LSAT 231	'All the Dys's' – a general introduction to the range of Barriers to Learning which may be faced by Pupils with SEND	Wednesday 22nd November 2017	9:15am - 11:45am	Vicky Price
LSAT 217	Supporting ASC in Secondary School	Tuesday 28th November 2017	1:15pm - 4pm	Georgina Roycroft
LSAT 218	Differentiation – Helping Pupils with SEND to Access the Curriculum	Thursday 30th November 2017	9:15am - 12noon	Bev Porter

Local Offer
for Special Educational Needs and Disability

Discover everything you need to know about education, health and care services in your local area for children and young people with SEND 0-25yrs at...

www.telfordsend.org.uk





Local Offer for Special Educational Needs and Disability

Discover everything you need to know about education, health and care services in your local area for children and young people with SEND 0-25yrs at...

www.telfordsend.org.uk

Key features...

- Search for clear and accessible information, advice and sources of support.
- Explore leisure, fun and short breaks activities.
- Find out about specialist services and education health and care plans.
- Learn how schools support special educational needs.
- Use the interactive map showing what is available near to where you live.
- Have your say through our online feedback form.

