[Area Wide Local Offer](http://www.cheshireeast.gov.uk)



[**Please see the following page for information on this setting’s age range and setting type**](#SettingInfo)

[**Working Together & Roles**](#Roles)

[**Teaching, Learning & Support**](#Teaching)

[**Identification**](#Identification)

[**Transition**](#Transition)

[**Additional Information**](#AdditionalInfo)

[**Inclusion & Accessibility**](#Inclusion)

[**Keeping Students Safe & Supporting Wellbeing**](#Wellbeing)

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| [--------------------------------------------------------------- Click here to return to the front page ----------------------------------------------------------](#FRONT) | |
| **Name of Setting** |  |
| **Type of Setting**  *(tick all that apply)* |  |
| **Specific Age range** | 4 - 11 |
| **Number of places** | 179 |
| **Which types of special educational need do you cater for?**  *IRR* |  |

Each section provides answers to questions from the Parent/Carer’s Point of View. The questions have been developed using examples from Pathfinder authorities, such as the SE7 Pathfinder Partnership, in conjunction with questions from Cheshire East parent carers.

The requirements for the SEN Information Report have been incorporated into this document, based on the latest draft version of *the Special Educational Needs (Information) Regulations* (correct as of May 2014). Questions providing information required as part of the Information Report Regulations are shown using the letters *IRR* (Information Report Regulations).

**Questions from the Parent/Carer’s Point of View:**

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| **Identification** |
| **How will you know if my child or young person needs extra help?** *IRR* |
| Children with SEND are identified as early as possible within our setting. Initial identification is usually through comments or concerns brought by parents, or school staff working directly with the child. These concerns may be based on the pupil’s general wellbeing, their emotional or behavioural presentation, their progress in comparison to their peer group, or their profile against recognised characteristics of specific forms of SEND. School staff receive a regular programme of training to support them in the identification of SEND. The school SENCO is happy to discuss any concerns with parents, carers or staff. Early identification is paramount, and therefore staff working in school monitor the children’s progress carefully on a termly basis through regular pupil progress meetings which are led by the senior leadership team. SEND clinics are held to ensure class teachers have the opportunity to discuss issues raised at the pupil progress meeting with the SENCO.  Concerns are initially raised with the school SENCO who would discuss them with those working with the pupil, the pupil’s family and the pupil themselves. This discussion focuses on the desired outcomes for the child, and looks at what provision might be necessary to enable the child to reach those outcomes. Depending on the level of the child’s needs, the decision might be made to offer class based support approaches, for example advice might be offered to the class teacher in order to support differentiation for the pupil. For some pupils, in addition to the class based support approaches, a package of out of class interventions might be offered. Those pupils with the highest levels of need might be referred to other agencies for further advice and support. The SENCO keeps a register of pupils requiring additional support in order to monitor the progress of these pupils, and to plan for provision across the school. |
| **What should I do if I think my child or young person needs extra help?** *IRR* |
| |  | | --- | | If you have concerns about any aspect of your child’s education the first port of call should be your child’s class teacher. Class teachers are usually available at the end of the school day and are happy to make appointments if you require a longer discussion. The class teacher may then seek the involvement of the school SENCO. Alternatively the school SENCO can be contacted directly, either at the end of the school day, or via the email addresses provided on the website. | |
| **Where can I find the setting/school’s SEND policy and other related documents?** *IRR* |
| The school’s SEND policy and other relevant policies can be found on the school website. |

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| **Teaching, Learning and Support** |
| **How will you teach and support my child or young person with SEND?** *IRR* |
| The school teaches pupils with SEND in accordance with the Cheshire East Area Wide Offer:  <https://www.cheshireeast.gov.uk/livewell/local-offer-for-children-with-sen-and-disabilities/what-is-the-local-offer/local_offer.aspx>  It is our aim that all children are given the opportunity to access appropriate learning opportunities in an inclusive manner. Our priority is the provision of high quality class teaching which is differentiated to meet the needs of all our learners. Class based approaches might include alternative forms of recording work, visual prompts, small group or individual teaching etc. Class teachers and support staff are supported through regular professional development opportunities to support them in differentiating learning opportunities for the learners in their class.  The school has a wide range of intervention programmes available to support children who require support which goes beyond class based approaches. Some of these intervention approaches are published or commercially available packages of support, such as the Reading Recovery programme, Nessy to support children with dyslexic tendencies and spelling difficulties, Beanstalk to help older readers or Numicon which supports mathematics difficulties. Others are bespoke/personalised approaches based on best practice guidance, for example social skills groups.  For those with significant or complex needs, the school seeks the advice of specialists, for example Speech and Language Therapists, Play therapists and Occupational Therapists. In some cases these specialists might work in school with the child, or school staff might attend therapy sessions out of school with the pupil.  Where additional levels of support are required, a personalised support plan is created, which will outline the provision available to each child and will be available to parents. In addition, parents will be fully involved in the planning of support for their child and will have the opportunity to discuss their child’s progress at regular parent- teacher meetings. There is also the opportunity to contact the school SENCO via email or in person to discuss pupil’s needs in more detail. |
| **How will the curriculum and learning environment be matched to my child or young person’s needs?** *IRR* |
| |  | | --- | | All class teachers take responsibility for meeting the needs of all learners in their class by differentiating the learning. Where pupils have SEND, class teachers will be aware of the pupil’s areas of strengths and weaknesses, and will make every effort to accommodate these. For example, for learners with literacy difficulties, the class teacher may provide personalised spelling banks, or for those with language processing differences, visual supports may be used to accompany auditory information. Each class has an information folder which holds relevant health, social, emotional, well-being and learning needs for all pupils in the class; information about individual pupils with SEND is shared with supply staff through this folder. Where learners are working at a level below that of their peer group class teachers adapt teaching to ensure that gaps in learners’ knowledge are covered, for example by re-visiting objectives covered in previous year groups. We aim to encourage independence in all learners and this is promoted by ensuring that independent work tasks are matched as far as possible to the strengths of the learners. For those learners who require a more specialist approach to learning, guidance is taken from the outside agencies supporting the child and a personalised curriculum is created based on this input. | |
| **How are the setting, school, or college’s resources allocated and matched to children or young people’s needs?** *IRR* |
| In order to ensure that quality first teaching approaches, which are the first wave of provision for learners with SEND, are used fully in each classroom, a proportion of the SEND budget is used towards class based provision. This might take the form of additional physical resources in classrooms e.g. additional computers, writing slopes, alternative seating etc. For those requiring provision additional to class based approaches, funding facilitates the school’s “menu” of intervention programmes. In some cases it might also be used to provide additional human resource e.g. teaching assistants, therapists etc. Funding is matched to the provision required to enable pupils to achieve specified outcomes (i.e.: outcome identified in discussion with teachers and parents or on EHCPs). The SEND budget is the responsibility of the head teacher and SENCO and regular discussion and monitoring takes place to ensure that resources are allocated appropriately and cost efficiently. |
| **How is the decision made about what type and how much support my child or young person will receive? Who will make the decision and on what basis?** *IRR* |
| When children’s needs are initially identified a discussion takes place between teachers, parents and pupils. At this meeting desired outcomes for the pupil will be discussed and the provision or support the pupils needs to meet those outcomes will be agreed. School staff are usually best placed to advise on the nature of the support / provision needed, but occasionally the school seeks the support of other agencies to advise on this. Parents and pupils will be fully involved in decisions about support and provision, and any decisions to implement provision which is different from or additional to that received by the majority of children are made in conjunction with parents and pupils. If there are differences of opinion about the nature of support required the school may seek the advice of external agencies to support the decision making process. |
| **How will equipment and facilities to support children and young people with SEND be secured?** *IRR* |
| The school possesses a range of equipment and facilities (e.g. differentiated reading material, writing slopes, coloured overlays etc.) to support pupils with SEND and the school SENCO makes strategic decisions about the allocation of these resources based on the needs of pupils. Additional resources are procured as and when required. Where more specialist personalised equipment is required (e.g. large print books, audio equipment, specialist seating) the school SENCO liaises with the relevant external advisory service (e.g. occupational therapy, sensory impairment services) to seek advice on the best options for the procurement of these. Parents will be involved wherever possible in these discussions. |
| **How will you and I know how my child or young person is doing and how will you help me to support their learning?** *IRR* |
| All school staff have high expectations for all learners. Monitoring of progress takes place on a day to day basis by class teachers, and they are often best placed to identify where progress is falling or excelling. For learners with the most significant needs, daily contact with families takes place, for example through informal conversation at the end of the school day or sometimes in home-school books. Formal monitoring of progress takes place termly in the form of a pupil progress meeting held between class teachers and senior leaders. Information about pupil progress is shared with parents at parent-teacher meetings which are held  In the autumn and spring term, through snapshot reports which provide assessment and targets every half term and via the annual school report to parents which is sent home during the summer term. For learners with SEND, personal support plans will be discussed with parents at parent-teacher meetings, and for those with EHCPs an annual review will be held. Parents are welcome to seek additional appointments to discuss their child’s progress as required, and class teachers are usually available for informal discussions at the end of each school day. |
| How does the setting, school or college consult with and involve children and young people with SEND in planning and reviewing their education? *IRR* |
| Every effort is made to ensure that the opinions, thoughts and feelings of our pupils are an integral part of any plans made about their education. Pupil’s opinions are sought at a level which is accessible to the individual. For some learners this might mean that they are supported to attend meetings with professionals, for others this might mean enabling them to contribute to meetings without actually attending (e.g. opinions expressed via written, video or audio means). Younger or less able children are given the opportunity to contribute their ideas in discussions which take place with a familiar adult who acts as an advocate for them at any meetings. We recognise that there is sometimes a need to protect pupil’s self- esteem, and that it may not always be appropriate to highlight to the pupil the range of their difficulties, in these circumstances, pupil involvement is carefully planned with those who know the pupil best, i.e. families and those working closely with them. |
| How does the setting/school/college assess and evaluate the effectiveness and sufficiency of its arrangements and provision for children and young people with SEND? |
| The school’s SENCO, along with the head teacher and the leadership team undertake regular monitoring of pupil progress and of the effectiveness of provision. The school works closely with a cluster of schools which enables opportunities for shared monitoring and provides support for senior leaders in undertaking rigorous monitoring. The success of intervention programmes in school is monitored carefully to ensure they provide high quality outcomes and remain good value for money. The individual opinions of pupils and parents regarding the effectiveness of support are sought annually and collated to inform decisions about future provision.  We use a password protected assessment system in school which highlights pupils SEND to all staff who have access to the system. This system is linked to our registration and ensures that information about pupil needs and progress is visible to staff alongside academic data. |

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| **Keeping Students Safe and Supporting Their Wellbeing** |
| How do you ensure that my child or young person stays safe outside of the classroom? |
| Pupil safety is paramount. Information about pupils with SEND / health concerns are communicated to relevant school staff through care plans, which outline any areas which could pose a risk to the pupil. Where risks are identified measures are taken to limit these, for example supervising a child more closely during the transition between class and care-giver at the end of the day. Where necessary special arrangements for the most difficult times of the day / activities are made, for example additional supervision at lunchtime, adapted routes for welly walks. For some pupils, a detailed risk assessment is undertaken which is shared with parents, and reviewed regularly by the class teacher and SENCO. |
| **What pastoral support is available to support my child or young person’s overall well-being?** |
| **PASTORAL**  We recognise that pupils with SEND can experience a range of social and emotional issues. As a small school we consistently focus on the wellbeing and needs of each individual in our school and provide an individualised support system for children who need it. We recognise that for some pupils, social and emotional factors can be complex, and therefore we seek to ensure that the provision we offer in this regard is generated through discussion with pupils and their families.    **FRIENDSHIPS**  All children in school are supported to develop relationships with their peers. Whole school projects (Talking Groups) allow our children to work in mixed age, small groups and discuss and practice through drama and role play social skills, friendship skills and wellbeing. For those pupils who find this most difficult personalised programmes are created to provide targeted support.  **PEER / SIBLING SUPPORT**  It is sometimes appropriate for us to offer support to the peer groups / siblings of pupils with SEND. Sometimes this takes place in an open and frank manner, enabling peers to ask questions and learn about the needs of their class mates (e.g. Circle of Friends intervention). At other times this takes a more general form such as working with the class on celebrating diversity.  **BULLYING**  The school holds a clear position on bullying, and all pupils are taught to distinguish bullying from isolated acts of unkindness. There are a range of assemblies and whole school events linked to anti bullying, and class teachers are vigilant in monitoring the children’s behaviour for indications of bullying. Where bullying is suspected, personalised support measures are put in place for both victims and perpetrators which take into account the needs of all the pupils involved. |
| **How will the setting, school or college manage my child or young person’s medicine or personal care needs?** |
| |  | | --- | | ADMINISTRATION OF MEDICATION  We are aware that some children with SEND also have medical or personal care needs which require attention during the school day, including the administration of medication. Our usual protocol for the administration of medication is that, following signed parental consent, a staff member will ensure that medication is taken at the correct time. Medicine is then usually administered in the presence of 2 members of staff who sign to acknowledge correct administration.  In some cases pupil’s medication may be more appropriately stored and administered in their classroom (e.g. asthma inhalers, epi-pens, epilepsy rescue medication etc). When this is applicable, medication is stored in a clearly visible named storage bag within the classroom, the location of the medication is detailed on the pupil’s care plan.  TOILETTING  Staff in school are experienced in supporting pupils to become independent in their toileting, where necessary we work closely with the continence nurse to provide the most effective individual support. Pupils are supported to become as independent as possible in cleaning and caring for themselves, staff follow our intimate care policy and we ask families to provide a spare change of clothes in case of accidents. We work closely with families and develop systems that support each child.  PRIVACY AND DIGNITY  For some of our pupils it is most appropriate for medical care to take place in private (e.g. toileting, injections, bodily application of creams etc.), and arrangements for this are made based on the context of the pupil’s needs. For other pupils, medical care might take place within the daily routine of the classroom (e.g. Ensuring drinks given at snack time). Where this occurs close adult supervision is maintained to ensure the safety and dignity of all pupils.  For those pupils with toileting needs, every care is taken to ensure the pupil’s dignity, particularly in the case of older pupils e.g. offering alternative toilets, or allowing pupils to use the toilet at quieter times of the school day.  SHARING OF MEDICAL INFORMATION  Pupils have a care plan to meet any medical or care needs and these are kept in class information folders where they can be accessed by any staff member working with the child, in the case of emergency treatments ie allergy needs photographs are displayed in the staffroom to alert staff to individuals and specific needs. For those pupils with more complex medical needs, medical care plans are produced in discussion with health professionals and parents /carers these are stored in class information folders as well as with the pupil’s medication. For those pupils with medical conditions which can present with medical emergencies, a clear and detailed plan is made alongside parents and carers detailing the procedure to be followed in the event of an emergency. This information is shared with all necessary staff (including office staff) through staff training.  **MEDICAL APPOINTMENTS**  Where pupils need to take extended periods of time off to attend medical appointments, parents are encouraged to discuss how best to support the pupil with any missed work with the class teacher in the first instance. Sometimes it is appropriate to provide additional “catch up work” for completion at home, at other times it is possible to arrange for appointments to coincide with subjects in which the pupil is stronger. Wherever possible the school will work flexibly to support pupils who miss work due to unavoidable medical appointments or through illness.  **TRAINING**  Staff undertake regular first aid training and are where necessary the school seek out relevant training to address the specific needs of pupils. | |
| **What support is available to assist with my child or young person’s emotional and social development? *(IRR)*** |
| Supporting each child to achieve their best and flourish within their environment is at the heart of our vision as a school and developed across all areas of the curriculum and school life. Staff promote an environment in which positive personal relationships can flourish, and seek to support children in managing their emotions and relationships. We have a strong focus on pupil wellbeing and provide individualised support to ensure all children can thrive. |
| **What support is there for behaviour, avoiding exclusions and increasing attendance?** |
| **BEHAVIOUR**  The school has a clear behaviour policy which is implemented consistently and is available to read on our website. Pupils earn praise points for good behaviour and are encouraged to strive to be the best that they can be. Where pupils are unable to follow this policy or require additional support with behaviour a range of measures are used to support them in adhering to the school rules. For some pupils this involves alternative arrangements at key “trigger points” during the day, for others this may involve a “time out” arrangement enabling pupils to find a designated safe space at times of stress. A key focus of the school in supporting pupil’s whose behaviour challenges, is to firstly understand this behaviour. We use an Antecedent, Behaviour, Consequence system of recoding and analysing behavioural incidents, in order to try to find patterns in behaviours. When these are identified we then seek to implement strategies to support pupils in avoiding the repetition of these behaviours. Our focus is on proactively avoiding behaviours, deescalating emotional incidents, and supporting pupils to change their own behaviours. We work flexibly in response to pupil behaviour, and aim to find creative strategies to support pupils in managing their behaviour.  **EXCLUSION**  It is very rare that we would consider exclusion for any pupil please see our behaviour policy.  **ATTENDENCE**  We take active steps to improve attendance. We work closely with families where attendance is of concern to find holistic ways to improve the situation. |

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| **Working Together & Roles** |
| **What is the role of my child or young person’s class teacher?** |
| The class teacher has the overall responsibility for pupil’s learning and their day to day wellbeing in school. They are the first port of call for pupils and parents, and act as a hub for information about the pupil. Class teachers are expected to plan and deliver appropriate learning opportunities for pupils, and to ensure that any resources in place to support pupil learning are used efficiently (e.g. additional adults, physical prompts, interventions). |
| **Who else has a role in my child or young person’s education?** |
| The head teacher oversees the running of the school, ensuring that all elements of a pupil’s education are in place.  The school SENCO has responsibility for co-ordinating the provision for pupils with SEND. She may work individually with pupils, or carry out assessments where required, and will usually host formal meeting such as annual reviews.  In addition to the class teacher and SENCO pupils might come into contact with the following:  Sports coaches who come into school and deliver enrichment activities and sports teaching.  Additional teachers such as our music, French and chess teachers who deliver curriculum areas or specific programmes of learning in school  The school nurse (parental consent required for any contact).  There are also a large number of support staff (teaching assistants) working in school. Many of these are highly skilled and experienced. Some of these staff run intervention programmes under the guidance of the teaching staff; others work in classrooms supporting pupils in small groups or on a 1:1 basis. For pupils with the highest levels of need, an additional adult might be assigned to work with the pupil on a 1:1 basis.  Occasionally external agencies, or specialists might be brought in to work with pupils. Their involvement will always be with the consent of the parent / carer. |
| **How does the setting, school or college ensure that information about a child’s SEND or EHC plan is shared and understood by teachers and all relevant staff who come into contact with that child?** |
| At Smallwood we pride ourselves on knowing our pupils well, the team based around a child ensures that all relevant information is made available to supply teachers and our class information folders provide additional written records. Transition is carefully planned to ensure that a child’s needs are met and they can move confidently into a new class. All staff are aware of pupils needs within the school and support is readily available when needed.  All class teachers and any key workers involved with the child will be given a copy of EHCPs and there are regular opportunities to discuss the content of these at regular SEN meetings with the SENCO. |
| **What expertise is available in the setting, school or college in relation to SEND? *(IRR)*** |
| All school staff have a good awareness of SEND through staff meetings etc. Meetings are held to enable staff to work with the SENCO to develop their practice in relation to the specific needs of the pupils in their classes.  The school SENCO is a specialist member of staff and holds the national qualification for SENCO.  The SENCO and one of our Teaching Assistants have been trained in supporting emotional wellbeing and mental health . |
| **Which other services do you access to provide for and support pupils and students with SEND (including health, therapy and social care services)? *(IRR)*** |
| The school works with a wide range of services. We have close links with health professionals, for example, CAMHS, SALT and OT. We work closely with social care teams, as well as with voluntary organisations. Some of our pupils access SALT, OT and play therapy on site.  We regularly organise multi-agency meetings to discuss pupil’s needs, (e.g. CAF) and aim to ensure good communication with these groups in order to meet the need of pupils and their families. |
| **Who would be my first point of contact if I want to discuss something?** |
| Your first point of contact should be your child’s class teacher. The school SENCO is also always available to support you in matters relating to SEND. Please contact them directly or speak to the office to set up a meeting. |
| **Who is the SEN Coordinator and how can I contact them? *(IRR)*** |
| The school SENCO is Julia Priest - **jpriest@smallwood.cheshire.sch.uk** |
| **What roles do have your governors have? And what does the SEN governor do?** |
| The school governors have responsibility for ensuring the quality of provision across the school. There is a designated governor for SEND, and regular meetings between the SEND governor and SENCO take place to ensure that all pupils including those who are looked after make progress. |
| **How will my child or young person be supported to have a voice in the setting, school or college? *(IRR)*** |
| Every effort is made to ensure that the opinions, thoughts and feelings of our pupils are an integral part of any plans made about their education. Pupil’s opinions are sought at a level which is accessible to the individual. For some learners this might mean that they are supported to express their views in alternative formats e.g. opinions expressed via written, video or audio means. Younger or less able children are given the opportunity to contribute their ideas in discussions which take place with a familiar adult who acts as an advocate for them. There is a school council, made up of pupils who meet regularly and to share the views of their peers. Pupils with SEN are represented within this group. |
| **What opportunities are there for parents to become involved in the setting/school/college and/or to become governors?** |
| Parents are encouraged to take an active role in the setting. Many parents volunteer in school e.g. hearing readings, accompanying trips etc. There are opportunities to join the Smallwood PTFA who organise events and fundraise on behalf of the school. Parent governors sit on the governing body and when their term of office expires, details of how to stand are advertised in the school newsletter. |
| **What help and support is available for the family through the setting, school or college? *(IRR)*** |
| We recognise that there can be a huge amount of paperwork as a parent of a child with SEND. The SENCO / Headteacher / Office staff provides support to parents as required. This might be completing forms with parents, or signposting them to agencies who can help further. |

| **Inclusion & Accessibility** |
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| **How will my child or young person be included in activities outside the classroom, including trips? *(IRR)*** |
| As an inclusive school setting we seek to ensure that all pupils regardless of need are able to attend enrichment opportunities such as after school clubs, school trips etc. Therefore we work creatively and flexibly to make relevant adaptations to enable pupils with SEND to attend. For example, this might mean offering support to pupils attending after school clubs, booking accessible accommodation for residential trips etc. We have a range of out of school clubs and activities which change from time to time (details available on the website), all of which are available to every pupil regardless of need. For those pupils whose very high levels of need mean that the standard out of school activities on offer are inappropriate we seek to liaise with families about suitable alternatives ( for example a day trip in place of an overnight residential). |
| **How accessible is the setting/school/college environment?** |
| Is the building fully wheelchair accessible?  Details (if required)  We are a listed building with several upstairs rooms, the ground floor is split level accessed by a short flight of stairs or external ramps.  Are disabled changing and toilet facilities available?  Details (if required)  Do you have parking areas for pick up and drop offs?  Details (if required)  Parking is limited due to rural location and pre-existing taxi drop offs but additional arrangements would be organised if needed.  Do you have disabled parking spaces for students (post-16 settings)?  Details (if required)  The school makes every effort to provide reasonable adjustments to ensure that its facilities are accessible. Our accessibility policy can be found in the policies section on our website. Pupils with SEND are supported to access the facilities available to their peers, for example by providing large print text for those with visual impairments, providing additional adult support for sports sessions etc. Where required the school seeks to make reasonable adjustments to the auditory and visual environment for those learners with sensory impairments. |

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| **Transition** |
| **Who should I contact about my child/young person joining your setting, school or college? *(IRR)*** |
| For information about entry please email the main school office (**admin@smallwood.cheshire.sch.uk**) who will discuss the entry process with you. |
| **How can parents arrange a visit to your setting, school or college? What is involved?** |
| Open Days take place in the Autumn term to support parents in choosing a school place (dates are advertised in the local press) however we also encourage parents to phone up and arrange an individual tour and meeting with the Headteacher and SENCO to discuss specific needs and support. We offer a range of transition visits for new reception pupils, however we are happy to arrange individual transition sessions where additional support is needed. Children entering the school in other year groups will be offered a transition plan tailored to meet their individual needs. |
| **How will you prepare and support my child or young person to join your setting, school, or college and how will you support them to move on to the next stage, or move on to adult life? (as applicable for setting) *(IRR)*** |
| **ENTRY**  Prior to entry to our school, it is usual for families of pupils with SEND to visit for an informal tour of the school with the school SENCO. Prior to entry to school a range of transition measures are in place. This is personalised to meet the needs of the pupil but may include visits to the setting, visits by school staff to the pupil’s home or current setting, a transition pack containing photos etc.  **TRANISTION TO NEW SETTINGS**  Wherever possible we prepare pupils for transition to new settings in a manner most appropriate to the individual. For some pupils this takes the form of additional visits to the new setting, for others this might be working through materials which address key aspects of the new setting. Some of our pupils benefit from lengthy transition work whereas others find an extended transition stressful, and require a shorter introduction. We work closely with families at this time to ensure consistency of information. We have good links with our local high schools and work closely with the staff from those settings. We also have close links with many of the local specialist settings and can advise parents and families when making decision about secondary provision. |

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| **Additional Information** |
| **What other support services are there who might help me and my family? *(IRR)*** |
| The school SENCO (**jpriest@smallwood.cheshire.sch.uk**) or the Headteacher (**head@smallwood.cheshire.sch.uk**) in school can provide details of further support for families.  Parent partnership can be accessed by following this link (**https://www.cheshireeast.gov.uk/schools/parents/parent\_partnership.aspx**) |
| **When was the above information updated, and when will it be reviewed?** |
| *Updated June 2022*  *To be reviewed June 2023* |
| **Where can I find the Cheshire East Local Offer? *(IRR)*** |
| The Cheshire East Local Offer can be found at [www.cheshireeast.gov.uk/localoffer](http://www.cheshireeast.gov.uk/localoffer) |
| **What can I do if I am not happy with a decision or what is happening? *(IRR)*** |
| As a school we encourage parents to address any worries or concerns promptly initially with the class teacher, and then if they are unable to help, with a senior member of staff such as the SENCO or the Head teacher. In the vast majority of cases we find that by talking things through we are able to find solutions to most problems. However, if after discussing your concerns with these people, you remain unhappy with any aspect of the school’s performance our complaints procedure can be found on the school website. |