St Francis of Assisi Catholic Primary School SEND Information Report 2025-2026

St Francis of Assisi Catholic Primary School is part of the St John the Baptist Multi Academy Trust. Schools in the trust work together to provide a similar approach to meeting the needs of children with special educational needs. All of our schools aim to be as inclusive as possible and to enable every child to learn, grow and reach their full potential.

How will the school support my child?

First Quality teaching planned to meet individual needs from the class teacher.

The school follows a graduated approach of 'Assess,Plan,Do,Review' to support children with additional needs.

A Personalised Learning Plan with specific, measurable, achievable, relevant, and time-based targets agreed between pupil, parent and school.

Assessments and timed interventions to support needs may be delivered individually or in small groups.

Assessment and support may be available from external services commissioned by the MAT or provided through Norfolk County Council's local offer.

Roles and responsibilities

Head Teacher- Mrs Felicity Hope

SENDCo – Mrs Rachel Bowen

Assistant SENDCo- Mrs Amelia Bailey

Parent Support Advisor-Rowena Cove

SEND Governor- Dr Samantha Ike

How does the school support transition?

We recognise that change and 'moving on' can be difficult time for children with additional needs.

If your child is already identified as requiring SEND support or has an EHCP it is important that you talk to us about this. We will contact your child's current school/pre-school to ensure that we understand how they have been supported. We will talk to you about how we plan to ensure there is a smooth transition into St Francis

At the end of each year information is passed onto the new class teacher and handover meetings take place. Social stories and other resources may be used to help your child understand the changes.

In Year 5 children with an EHCP will have a transition review to discuss appropriate options for KS3

In Year 6 the school liaises closely with Notre Dame High School(or the school your child is transferring to, with meetings and extra transition visits arranged for your child.

Universal

Your child's class teacher is responsible for ensuring teaching adjusted to meet the needs of each pupil in class (QFT) Pupils may be identified in termly pupil progress meetings or a parent may raise concern which suggests further support is required

Categories of need:

Your child may be recognised as having additional needs in one or more area:

- Communication & interaction
- Cognition & learning
- Social, mental & emotional health
- Sensory &/or physical

We will support your child whatever their needs.

How does the school know if my child needs extra help?

Concerns may be raised by the class teacher, or a member of support staff. The school will discuss this with you and a decision will be made as to how to best support your child. Educational testing to identify learning needs may be carried out by the SENDCO

Further information can be obtained in the following documents.

SEND Policy

https://www.stfrancisofassisi.co.uk/wp-content/uploads/2024/10/SEND-Policy-2024.pdf

Norfolk Local Offer

https://www.norfolk.gov.uk/children-and-families/send-local-offer

Norfolk SEND Partnership

https://www.norfolksendpartnershipiass.org.uk/

What happens at each stage & how can parents & pupils participate in the process?

What should I do if I think my child has a special educational need?

In the first instance speak to your child's class teacher who may then arrange a meeting with the SENDCO.

Educational Health Care Plan

An education, health and care (EHC) plan is for children and young people aged up to 25 who need more support than is available through special educational needs support in a mainstream school. The child will be assessed by the local authority

More information can be found on Norfolk County Council website.

https://www.norfolk.gov.uk/article/40684/EHC-needs-assessment-and-plans

How do parents and children have their say?

Parents are invited to consultation meetings twice a year where PLPs will be reviewed and shared

The class teacher/SENDCO are available to discuss any concerns you may have about your child's progress.

The school's pastoral team are available to support parents and children.

We talk to children regularly about their learning and progress

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