



St. Francis Church of England Primary School

School Contact Details:

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School Vision: Our aim at St. Francis Church of England Primary School is to guide our children to live fulfilling lives, rooted in the values taught by Jesus based on the gospel value of love for one another.

School Mission Statement: Love Faith. Love People. Love Learning.

School Values: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

Monday 24th May 2021

Dear Parents/Carers

RE: PARENT INFORMATION REGARDING SPECIAL EDUCATIONAL NEEDS & DISABILITY (SEND) /INCLUSION TEAM

Outlined within this communication is a recent review of SEND and inclusion structures within school. We have reallocated roles and responsibilities and hopefully the information below will give you clarity as to who does what with regards to SEND and inclusion.

Nothing changes with regards to your first port of call. This will remain your child's class teacher. Therefore, if you have any concerns about your child, please discuss these with your child's class teacher. The teacher will monitor this and feedback to you. If they feel it necessary, they will complete a SEND referral to the SEND/Inclusion team.

The SEND/inclusion team is made up of Mr J Kewley, Mrs C Foster and Mrs K Forrest. Please see below the different roles and responsibilities each hold. We have tried to share the 'headline' roles and responsibilities rather than the detail.

Mr James Kewley	Mrs Catherine Foster	Mrs Katie Forrest
<ul style="list-style-type: none">Children with an EHCPSEND/Inclusion Policy and ProcedureReferral and coordination of EHCP submissions	<ul style="list-style-type: none">Children with medical conditionsQuality of Inclusive TeachingInclusion within the CurriculumSupporting the class team with initial cause for concerns regarding SEND.Children on the SEND register – 'SEND Support'Mental Health ConcernsBehaviourPupil Premium / Children in our Care / Previously Looked After Children	<ul style="list-style-type: none">Specialist intervention timetableSupport with resourcing, paperwork and other administrative SEND tasks.
SEND/Inclusion Team		
<ul style="list-style-type: none">Handling and determining actions on receipt of a SEND referral from a class teacherTimetabling targeted support groupsSpecific SEND assessments - completing, analysing and reporting assessments		

Children who are identified as having SEND will be placed on our SEND register. This is so we can track the progress of our SEND children and ensure appropriate support and communication is in place. Over the next number of weeks, we are reviewing our SEND register and will be contacting parents/carers accordingly. Our SEND policy will also be updated in line with our review and this will be sent out in the coming months.

If you have any concerns with regards to your child, please interact with your child's class teacher. Your child's class teacher will communicate with the SEND/Inclusion team as required. If your child has been identified as having SEND, a member of the SEND/Inclusion team will be allocated to your child. The allocated person will oversee the SEND provision for your child.

If your child is on the SEND register, please liaise with your child's class teacher as to regular updates about progress and strategies to overcome barriers to learning.

If you wish to contact the SEND/Inclusion Team, please email send@stfrancis.blackburn.sch.uk.

Many thanks,

J Kewley

Mr James Kewley
Headteacher/SENDCo

C.Foster

Mrs Catherine Foster
Inclusion Manager

K.Forrest

Mrs Katie Forrest
SENDCA