

SEN and Disability

Local Offer: Primary Settings

Mainstream, Short Stay Schools, Special Schools and Academies

Name of School: Bowerham Primary & Nursery School

School Number: 01001

School Name and Address	Bowerham Primary and Nursery School, Bowerham Road, Lancaster, LA1 3BS	Telephone Number	0152463999
		Website Address	http://www.bowerham.co.uk
SEN Specialism	The school specialises in meeting the needs of children with ASD. Our school has a history of meeting the needs of Autistic children. Each classroom has a visual timetable and area for quiet time.		
Age Range	2-11 years		
Name and contact details of your school's SENDCO	Jennie Gallagher – SENDCO jgallagher@bowerham.lancs.sch.uk 01524 63999		

Name of Person Responsible for updating the Local Offer	Jennie Gallagher SENDCO		
Contact telephone number	01524 63999	Email	jgallagher@bowerham.lancs.sch.uk

URL for the direct link to school's Local Offer	https://www.bowerham.lancs.sch.uk/lancashire-send/		
Name	Jennie Gallagher	Date	July 2023

How do we ensure our school is inclusive and accessible?

- Bowerham Primary and Nursery School is a two form entry school. There are two main sites - the Early Years building and the Key Stage 1-2 building.
- Our school has undergone a full environmental audit by Lancashire Inclusion Service and this has informed the school's accessibility plan. This is reviewed yearly and adaptations are made where needed.
- There are parking spaces provided at the front entrance for disabled visitors. In addition, parking on the road is usually available for disabled visitors.
- There are four disabled toilet facilities on site- one linked to the lower hall, two in the key stage 2 area; one in the key stage 1 area.
- All displays in the school are clear and purposely muted. We take great pride in our children's learning environment and ensure displays are in line with the learning needs of our children.
- Our school website uses a standard font that has been agreed by a range of website designers as the most effective for accessibility.
- The pastoral team work closely with parents to ensure information is accessible, providing interpretations for letters in different languages and reading letters to parents, when needed.
- All classes display a visual timetable so that the agenda for the day is clearly shared with the children. Each classroom and all teaching assistants have communication fans for EAL children. We also provide all new EAL starters with a booklet specific to their class.
- All classes have an agreed set of non-negotiables to ensure consistency and inclusion across school.
- There is a teaching assistant in each class to support children and help them to access their learning. All work is differentiated for the needs of the class and specialist equipment is sourced on a needs basis.

- The school has a range of resources to improve accessibility such as Clicker 6, talking tins, fidget cushions, writing slopes, motor skills programmes and items for sensory needs.

How do we meet the needs of children with SEND?

Children are identified with SEND through criteria agreed by the school, and from the school's assessment procedures. The needs of children identified are then assessed and provision is mapped according to the resources and staff available in school. All children's SEND needs are mapped out by staff termly.

Children with SEND, depending on their needs, may be supported through personalised learning plans (ILPs) with SMART targets, which are reviewed with parents and children termly. All children with SEND have their provision carefully planned and reviewed once a term.

- Bowerham Primary School has a range of assessments and screening programmes that we use to investigate the individual needs of a child and to develop strategies to support those needs. All our resources and assessments are available on a needs basis and all support and assessments are discussed with parents and the child.
- In school there are a number of Teaching Assistants and teachers who are trained in specific areas of need and who have a wealth of knowledge and advice. All staff receive SEND training and new initiatives and information is shared through Staff Meetings.
- SATS access arrangements are reviewed for all children and provision is put in place to ensure this process is accessible and that any anxiety is reduced.

How do we review and evaluate outcomes for children with SEND?

- Cohort targets are developed following data analysis each term. This outlines the provision that is in place, in each year group, which is evaluated at the end of the intervention to assess the impact of the provision. In addition to the provision map, ILPs are created to outline the provision that is in place for individual children. These are monitored and formally evaluated each term to inform the next cycle of provision.
- When a child may be making progress at a slower rate due to their Special Educational Needs or Disability, PIVATs may also be used as a form of assessment and to guide the next steps for development of the child. PIVAT progress is reported termly for these children.
- Children with an EHC Plan have an annual review where all agencies involved with the child and family are invited. New yearly targets are set and agreed at the review.

How do we keep children safe?

At Bowerham Primary and Nursery School the safety of our children is of great importance to us.

All visitors must report to the school office at the main entrance to be signed in, where they receive a visitors sticker and are briefed about safety procedures and expectations within school. All visitors sign out when exiting the building. The school office has a clear record of all visitors to the school.

Playtimes

Our school has zoned areas of the playground to allow various types of play, with minimum risk. Each zone is monitored carefully by staff and play leaders. There is a designated first aid area and first aider on duty every play time and a record of first aid administered is kept in the school office. If a child bumps their head, either parents/ carers are called to assess their child or/and a bumped head letter is sent home. This is dependent on the severity of the situation.

Trips

Risk assessments are completed for all trips in line with Lancashire guidelines. Bowerham Primary and Nursery School uses the EVOLVE website to record risk assessments and the EVC checks all risk assessments. There is a health and safety governor who has regular meetings with the EVC to assess the safety of the school.

Lessons

Risk assessments are also completed for all lessons with a high level of risk- such as wood work and cutting skills.

Individual risk assessments may be completed for children who are at risk of harming themselves or others. These are carried out in conjunction with all parties concerned.

School have regular fire drills as a whole school and fire procedures are displayed in each class. There is an emergency evacuation procedure in place and this is practised and reviewed regularly.

For safeguarding procedures, see our Safeguarding Policy.

How do we ensure all our children's health needs are met?

- At Bowerham Primary and Nursery School all medication is clearly labelled with the child's name, prescription and the expiry date of the medication. It is administered by staff at the consent of parents or, when consent cannot be obtained, the head teacher. A medication form is completed by parents if medication is to be administered in school.
- Inhalers and epipens are kept in the classroom. At playtimes, epipens are taken to a central holding area next to the playground. Controlled drugs are held in a central holding area. All these medications are taken on external visits.
- Health Care Plans are written in conjunction with medical services, parents, the child and school. They are then agreed and signed by all parties concerned. Following this, the Health Care Plans are disseminated to staff through phase meetings.
- Many therapists support children in our school. This is by an appointment basis and individual to the needs of the child.
- School provide parents with information of local health drop ins through our website and through individual communication.
- In case of a medical emergency staff will call 999 and the office will inform parents. School have a quick medical emergency form to hand in to Accident and Emergency with written details of the child/ needs and the incident.
- First Aid training is provided to ensure all staff's first aid training is up to date. In case of an injury, a trained first aider will assess the child and administer treatment. They may seek advice from the Senior Management Team. There is a first aid pack in every classroom and at key points around the school.
- There is a defibrillator on site and training is provided for all staff.
- Health and Safety concerns are discussed as a whole staff each week and actioned.
- All staff meet weekly to discuss our children's pastoral needs and to monitor and action any points.

How do we communicate with parents?

- All the staff at Bowerham Primary and Nursery School are named on the school website and teachers' emails are displayed. All staff try to be available to talk face to face before school on the yard and after school.
- Bowerham have an open door policy for communication, however, more complex discussions are available by appointment through the school office.
- Parents are kept informed by:
 - Termly progress written reports
 - Termly parent meetings
 - Communication diaries
 - Achievement certificates
 - Daily communication with parents at drop off and pick up.
 - Notes home to parents in the school diary
 - A full progress report is sent home to parents in the summer term.
 - Groupcall emails
 - The School Website and Social Media
 - Zoom meetings
 - online learning platforms
- The school offers various open days throughout the academic year where children can show their work and parents can learn more about the school and what we offer.
- Parental questionnaires are given to parents yearly.

How do we ensure everyone works together?

Pupil Voice

- We believe that pupil voice is very important. The children have regular school council meetings where they discuss all aspects of school life and the running of the school. The school council are involved in job applications, events, new initiatives and feedback from other children in school. They are voted by the children and regular feedback is given to the school from the council.
- We have a pupil senior leadership team from the school council that helps to set agendas and school improvement.
- In addition to the overall school council, Bowerham has an arts council, eco council and sports council.
- All children have a trust buddy – who is a member of staff that they have chosen.
- In every class, there are two learning champions that have an excellent knowledge of the learning in their class and like to share this with others.
- Staff regularly interview pupils for feedback.

Parental Involvement

- At Bowerham Primary and Nursery School parents are offered regular opportunities to be involved in the life of the school.
- At the beginning of the year parents have the opportunity to meet their child's new teacher and to learn about the learning that will take place during that academic year and the expectations of the year group. Termly parent meetings are available for parents.
- Bowerham Primary and Nursery School has an events team who plan half termly events to raise funds for the school and to promote the community spirit at school. Parents are welcome to attend these and offer to help on a regular basis.
- We also offer a range of courses for parents and the opportunity to visit school through celebrations of learning, performances and assemblies.

The Governing Body

- We are lucky to have a strong governing body at Bowerham Primary and Nursery School. The body mainly consist of parents or past parents of the school. They are all involved in all aspects of school improvement and monitor all areas of the school. The views of the governors are integral to development.

Our School Promises

- At Bowerham Primary and Nursery School we have a children's promise, parent's promise, staff promise and a governor promise to ensure our children stand tall, reach high and love learning.

What help and support is available for the family?

- The school offers help for parents as they need it. This is carried out by our pastoral team and staff involved. All advice, information and guidance is readily available to parents including applications, debt management, housing, personal and food issues. This can be accessed through the website, school office and pastoral team.
- Parents are free to ask for help by phone, email or conversation in school or online. They would either contact the class teacher, office staff or pastoral team.
- On a regular basis, the Pastoral team helps parents work out plans, and gives practical support, to help parents get their child to school.

How do the school support transition to Secondary School?

Bowerham Primary and Nursery School provides an exemplary transition scheme to prepare children for their secondary setting. This is delivered through the year 6 PSHEE programme.

If a more focused transition programme is needed, school has developed a transition plan for children with special needs, which is carried out with the child, high school, and family and support staff. This will initially involve a transition review. At this meeting targets are set and all persons involved in the transition are able to plan the smoothest transition for the child.

Extra Curricular Activities

- Bowerham Kids Club provides a breakfast and afterschool club on site. Breakfast club starts at 7.30am and Afterschool club finishes at 6.00pm. This club is run by a third party provider.
- Bowerham Primary and Nursery School have a breakfast bar that opens at 8:00am and is free for children in all year groups.
- School run clubs afterschool for various ages throughout the year. These change every term and are open to all years at various times of the year.
An example of these clubs are:
Football club
Athletics club
Hockey club
Rounders club
Cookery club
Karate,
- Teacher run clubs are usually free, other clubs are run by third party providers who charge parents for the clubs.
- We also run Learn to cycle for reception and Bikeability for year 6
- All children have open access to these clubs. Support is put in place to ensure that children receive the help they need to access these extra-curricular activities.
- Certain children are selected for the clubs depending on their needs. This is done through conversation with parents, staff and children.
- All children have a trust buddy in school that they can talk to at any time. This is an adult of their choice. EAL children are given a key worker and buddy on arrival to make sure they understand the workings of the school and to help them make friends.
- Our school playground is split into different zones to ensure that all the different play needs of our children are catered for.