

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 and Baby Unit, Bowerham Road, Lancaster, LA1 3BS	Telephone Number	0152463999
		Website Address	http://www.bowerham.co.uk
Age Range	2-11 years		
Name and contact details of your school's SENDCO	Jennie Gallagher – SENDCO igallagher@bowerham.lancs.sch.uk 01524 63999		

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

URL for the direct link to school's Local Offer	https://www.bowerham.lancs.sch.uk/our-policies/ https://www.bowerham.lancs.sch.uk/lancashire-send/ www.lancashire.gov.uk/SEND		
Name	Jennie Gallagher	Date	July 2025

Accessibility and Inclusion

- Bowerham Primary and Nursery School and Baby Unit 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 adaptions are made where needed.
- There are parking spaces provided at the front entrance for disabled visitors.
- There are three disabled toilet facilities on site - one linked to the lower hall, one in the key stage 2 area and one in the key stage 1 area.
- All displays in the school are clear and purposefully 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 staff team work closely with parents to ensure information is accessible, providing interpretations for letters in different languages for families whose first language is not English where appropriate.
- Where appropriate, information is made accessible to parents and families with additional needs through arranging face to face meetings or phone calls.
- All classes display a visual timetable so that the agenda for the day is clearly shared with the children.
- Each classroom has communication fans for EAL children and the staff teams make effective use of available online translation tools.
- 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.
- Specialist equipment is sourced on a needs basis.
- The school has a range of resources to improve accessibility such as, talking tins, fidget cushions, writing slopes, and items for sensory needs.
- Assistive technology is used where appropriate as a communication aid or as software to support reading and writing.

Teaching and Learning

- 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 provision available in school.
- All children's SEND provision is reviewed by staff termly.
- At Bowerham Primary and Nursery School and Baby Unit, as part of our graduated approach, we follow a 3-step wave approach with increasing levels of support:
 - Wave 1: Classroom provision
 - Wave 2: Individual Intervention Plan (IIP)
 - Wave 3: Individual Learning Plan (ILP) with SMART targets.
- Bowerham Primary School has a range of assessments and screening programmes that we use to investigate the individual needs of children and to develop strategies to support those needs. All our assessments are discussed with parents and the child.
- At Bowerham Primary and Nursery School and Baby Unit we also use 'Pupil Passports'. These are working documents that summarise a child's individual strengths, needs and strategies for support in everyday classroom practice.
- There is a teaching assistant in each class to support children and help them to access their learning.
- 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 appropriately.
- The school's provision map is organised into 'wave 2' and 'wave 3' levels of support and split across the different areas of need: cognition and learning, physical and sensory, communication and interaction, social emotional and mental health for each year group.
- Where appropriate referrals are made to appropriate agencies such as speech and language, health and the educational psychologist to facilitate access to the curriculum and to develop independent learning

Reviewing and Evaluating Outcomes

- Cohort targets are developed following data analysis each term. Based on data outcomes, this outlines the target areas in each year group, which is evaluated at the end of the term to assess the impact of the provision.
- IIPs, ILPs and individual provision maps are created to outline the provision that is in place for individual children. These are monitored and formally evaluated and reviewed each term to inform the next cycle of provision in line with the school's reporting periods.
- Parents are consulted in termly ILP meetings.
- 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.
- EYFS and Year 1 use the EYFS SEN Tracker; these are used to assess children against the EYFS curriculum and Early Learning Goals.
- 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.

Keeping Children Safe

- At Bowerham Primary and Nursery School and Baby Unit 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.
- Our school has zoned areas of the playground to allow various types of play. Each zone is monitored carefully by staff and play leaders. There is always appropriate staffing ratios and there is always at least two qualified first aiders on duty during playtimes and lunchtimes. A classroom is available should first aid need to be administered indoors, and a record of all first aid treatment is maintained in the school office.
- There is a health and safety governor who has regular meetings with the EVC to assess the safety of the school.
- Risk assessments are completed for all trips in line with Lancashire guidelines. Bowerham Primary and Nursery School and Baby Unit uses the EVOLVE website to record risk assessments and the EVC checks all risk assessments.
- Risk assessments are also completed for all lessons with a high level of risk, such as outdoor learning sessions including the fire pit, cooking and baking, woodwork and cutting skills.
- Age-appropriate risk assessments are complete and displayed in classrooms with continuous provision; the Baby Unit, Nursery, Reception, Year 1. Daily visual risk checks are carried out prior to children engaging in play within both indoor and outdoor environments.
- Where appropriate, individual risk assessments may be completed for children with special education needs for school trips. These are shared with parents.
- Bowerham Primary and Nursery School and Baby Unit has a Child Missing Policy that all staff are familiar with. This outlines the procedures to follow in the unlikely event of a child going missing during school hours.
- 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 reviewed regularly.
- Parents can find the anti-bullying policy on the school website.
- For safeguarding procedures, see our Safeguarding Policy on the school website.

Health (including Emotional Health and Wellbeing)

- A medication form is completed by parents if medication is to be administered in school.
- At Bowerham Primary and Nursery School and Baby Unit all medication is clearly labelled with the child's name, prescription and the expiry date of the medication. It is administered by staff in the school office and recorded.
- Inhalers are kept in classrooms. Controlled drugs and EpiPens are held in a locked 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 has a 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 Leadership 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.
- During the weekly phase meeting staff discuss our children's pastoral needs and action any points.
- A weekly pastoral meeting monitors the pastoral needs across school and appropriate actions are taken to support children emotional health and wellbeing including internal pastoral support, referrals to relevant agencies such as Early Help, play therapy and talking therapies.

Communication with Parents

- At Bowerham Primary and Nursery School and Baby Unit, parents are offered regular opportunities to be involved in school life.
- Our events team organises termly events to raise funds for the school and promote a strong sense of community.
- We offer a variety of opportunities to visit the school during celebrations of learning, performances, and assemblies.
- Bowerham Primary and Nursery School and Baby Unit operates an open-door policy for communication.
- The school website provides easy access to policies, the curriculum, and staff information, including names and email addresses.
- Teachers are generally available to speak face-to-face on the playground after school.
- For more complex discussions, appointments can be arranged through the school office.
- The school also provides:
 - Termly written progress reports
 - Twice yearly teacher-parent meetings
 - Termly parent meetings for children with an ILP
 - Reading diaries
 - Achievement certificates
 - Daily communication with parents at pick-up
 - A full progress report sent home in the summer term
 - Updates via the school website, social media, and online learning platforms (Showbie and Tapestry)
 - Groupcall emails (Parentapp)
- In EYFS, we offer a series of settling-in meetings and stay-and-play sessions before children start school. Additionally, the school hosts various open days throughout the year, allowing children to showcase their work and parents to learn more about the school and its offerings.
- Parental questionnaires are distributed annually to gather feedback and help us continue improving the school experience.

Working Together

- We believe that pupil voice is very important. In addition to the overall school council, Bowerham Primary and Nursery School and Baby Unit also has an arts council, eco council, sports council and STEM council.
- Each council meets regularly where they discuss different aspects of school life and implement new ideas.
- We have a Pupil Senior Leadership Team created from each of the councils that bring together ideas and helps to set agendas and school improvement.
- All children have a trust buddy – who is a member of staff that they have chosen.
- In every class, there are two learning champions.
- Staff regularly interview pupils for feedback.
- At Bowerham Primary and Nursery School and Baby Unit parents are offered regular opportunities to be involved in the life of the school.
- Bowerham Primary and Nursery School and Baby Unit has an events team who plan termly events to raise funds for the school and to promote the community spirit at school.
- We also offer a range of opportunities to visit school through celebrations of learning, performances and assemblies.
- We are lucky to have a strong governing body at Bowerham Primary and Nursery School and Baby Unit. 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.
- At Bowerham Primary and Nursery School and Baby Unit we have a children's 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 may include support in completing forms, referrals and applications, personal support, food bank and hygiene bank referrals or further signposting to appropriate agencies. This is carried out by our pastoral team and support is offered face to face, online or over the phone.
- Parents can ask for help by phone, e-mail or face to face conversation in school. They would either contact the class teacher, office staff or SEND 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.

Transition to Secondary School

- Bowerham Primary and Nursery School and Baby Unit provides a transition scheme to prepare children for their secondary setting, which is delivered through the year 6 PSHEE programme.
- School also ensures robust handover meetings take place with Secondary Schools involving the class teacher, pastoral team and SENCO where appropriate.
- If a more focused transition programme is needed, school will develop a transition plan with the child, high school, and family and support staff. This may involve additional visits to the Secondary School, meetings with parents and additional group sessions or 1:1 sessions in school to support the process of transition.

Extra Curricular Activities

- Bowerham Kids Club provides a breakfast, afterschool and holiday 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 and Baby Unit has a breakfast bar that opens at 8:00am and is free for children in all year groups. This is run by school.
- School run clubs after school for various ages throughout the year. These change every term and examples include: football club, athletics club, rounders club, karate, drama, musical theatre and choir.
- Teacher led clubs are free. There is a set charge for other clubs that are run by third party providers.
- We also run Learn to cycle for reception and Bikeability for year 6.
- Support is put in place to ensure that children receive the help they need to access these extra-curricular activities.
- All children have a trust buddy in school that they can talk to at any time. Children choose a member at the start of each academic year.
- New children to school are given a buddy on arrival to support in understanding routines and to help them make friends.
- Staff are skilled in supporting interactions to develop friendships in school and follow a restorative justice approach to solving conflict.
- Provisions such as social group, social stories and social communication group also support children in making friends.
- Our school playground is split into different zones to ensure that all the different play needs of our children are catered for.

Feedback

Feedback can be sent to school via email or telephone call. All contact details are shared on the website. Feedback is always welcomed and acted upon where necessary. Emails will be replied to in a timely manner.