

Paternoster School

Prospectus

2013/14

Paternoster School
Watermoor Road
Cirencester
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GL7 1JR

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Headteacher: Ms Julie Mantell

Chair of Governors: Mrs Sue Arnold

Type of school: Paternoster is a Gloucestershire County Council Community
Special School

Age range: 2 – 16

(We are designated 2 – 19, but do not currently cater for pupils over the age of
16)

Number on roll: 46

Welcome to our school

Welcome to Paternoster School. We are very proud of our school and what our pupils achieve. We offer a flexible, individual programme for every pupil, appropriate to his or her needs. We offer a caring, happy and friendly environment that is supportive to pupils and their parents. We celebrate and value all pupil achievements, however small, and support them in progressing onto the next stage of their development in all areas. We are constantly striving to improve what we offer for the benefit of our pupils.

This prospectus will tell you a little about our school, but please come and see for yourselves. Please contact the school office to arrange an appointment or if there are any questions you would like answered. We look forward to welcoming you and your child to Paternoster.

Julie Mantell
Headteacher

About the school

Paternoster School is a day Community Special School, funded by Gloucestershire County Council. The school caters for pupils aged 2-16 with severe or profound and multiple learning difficulties (SLD and PMLD). Pupils may also have additional physical and sensory disabilities or Autistic Spectrum Disorder (ASD) or moderate and additional learning difficulties (MALD).

We are located near the centre of Cirencester. Our catchment area is primarily Cirencester and south east Gloucestershire. It extends to Tetbury, Fairford and Lechlade and almost as far as Cheltenham and Stroud. We also take some pupils from north Wiltshire.

Accommodation comprises of a hydrotherapy pool (also used by community groups), sports hall (opened in 2006 and also used by the community), small activity hall, sensory rooms, a library, sensory garden and an early years play area.

We have a large playground, opened in July 2009, which enables the lower school, middle school and senior school to play safely in their own spaces.

We eventually hope to have a new school building to replace the temporary classrooms. In the meantime, we have completed a programme of refurbishment to the temporary classrooms and toilets.

Facilities include computers with internet access, interactive whiteboards and iPads in every classroom. Communication aids, a 'soundbeam', specialist switches and computer touchscreens are available for pupils who benefit from them. We have hoisting facilities in some toilets and the hydrotherapy pool, as well as mobile hoists. There are automatic doors to the main building. We have two minibuses.

At Paternoster we recognise that the curriculum can be enriched and enhanced by the involvement of the wider community. We encourage individuals and organisations to bring their expertise and inspiration into school and pupils to learn through experiences in the community outside school. We welcome arts and sports groups/performers into school. Due to the school's location pupils may access local facilities in the town as part of the curriculum (Brewery Arts, the library, the leisure centre, outdoor pool and shops). We are also fortunate in having the support of local businesses such as Waitrose, St James' Place and Zurich.

We place high importance on encouraging our pupils to help others and hold several 'charity days' during the year, when we have fun raising money or providing resources for others, such as Macmillan Cancer Support, Children in Need, Comic Relief, Sports Relief and Jeans for Genes.

We have links with Cirencester Opportunity Group, Watermoor Children's Centre and School, other local primary schools, as well as Kingshill and Deer Park secondary schools. Some pupils spend part of the week at local schools, if appropriate, either individually or with a group, supported by Paternoster staff. We also have links with Coln House special school, the four other Gloucestershire SLD special schools and Cirencester and Stroud Colleges.

Our school motto: 'Learning Together'.

Our Mission Statement/aim:

We aim to build pupils' self-confidence and independence, giving them the skills to lead a full and active life in the community.

Ofsted

We were delighted to be judged to be an 'outstanding' school in our most recent Ofsted inspection in January 2011 (please ask at the school for a copy of the Ofsted report, which is also available at www.ofsted.gov.uk).

Admissions

Admission is based on the needs of the individual child or young person and may take place at any point in the year, normally at the start of one of the six terms. Pupils are usually referred to us by Portage workers, health visitors, early years centre staff or educational psychologists. Some parents approach the school directly to enquire about a place for their child. Gloucestershire County Council is responsible for assessing a child's special educational needs and recommending an appropriate school placement. Pupils' details are put before Gloucestershire County Council's multi-agency 'Early Years Panel' (in the case of younger children) and 'Resources panel' for school-age pupils. Both panels consist of teachers, headteachers, educational psychologists and education officers who decide whether they feel the placement is appropriate. Gloucestershire local authority (LA) then writes to Paternoster to ask if we have a place and whether we feel the placement would be appropriate. If we have a place and the placement seems appropriate, pupils can usually begin attending within a few weeks. We then work closely with families to plan an appropriate transition into school, with visits in preparation for this.

Some of our pupils come from Wiltshire. In this case, Wiltshire local authority agrees with Gloucestershire that the placement is appropriate and agrees the funding of the place with the school.

Prospective parents and pupils are encouraged to visit the school to meet the headteacher and staff and discuss the pupils' needs and how we might meet them. Parents of young children may spend time in Class 1 with their child getting to know the school before making a decision on their child's attendance or in preparation for this.

All school aged pupils have a 'statement of special educational need'. Pupils may join the nursery class part-time from the age of two. Some pupils attend other provision alongside our specialist nursery. At school age, pupils may remain at Paternoster or move onto other provision, whichever is appropriate. At the end of primary education, pupils may remain at Paternoster for secondary education without parents needing to apply for a place, if this is appropriate. At all ages and stages we remain flexible and pupils may start or leave the school at any point in their education, if this is appropriate. At the same time, sessions in other settings/mainstream schools will be considered and planned, as appropriate to individuals.

Stay and Play

Our 'Stay and Play' group meets every Tuesday afternoon and is run by Angela Lacey, our Parent Support Worker. It gives parents of young children with special needs the opportunity to meet other parents and gain support from school staff and therapists, whilst the children join in a range of play activities with other young children. It is open to parents and children who may or may not join Paternoster in the future. It can be a useful way of getting to know the school before deciding whether you want your pre-school age child to attend.

School Organisation

We currently have 6 classes:

Class 1 Nursery/Reception Class for 2-5 year olds

Class 2 for Year 1/2 pupils (5-7 year olds)

Class 3 for Year 2/3 pupils (7-8 year olds)

Class 4 for Year 4/5/6 pupils (9-11 year olds)

Class 5 for Year 6/7/8 pupils (10-13 year olds)

Class 6 for Year 9/10/11 pupils (13-16 year olds)

We have a high staff to pupil ratio. Each class has between 2 – 5 teaching assistants, depending on numbers and the needs of the pupils.

The school year

The 'new' school terms in Gloucestershire (which replace the old 'autumn', 'spring' and 'summer' terms) are as follows:

- Term 1 Beginning of September until the October holiday
- Term 2 Beginning of November until the Christmas holiday
- Term 3 Beginning of January until the February holiday
- Term 4 Mid February until the April/Easter holiday

(Easter may be outside the April holiday in some years under the new arrangements)

- Term 5 Mid/late April until the end of May holiday
- Term 6 Beginning of June until the summer holiday

Parent Support Worker

The school employs its own parent support worker (PSW), Angela Lacey, who was previously a senior teaching assistant at the school. Angela can be contacted at the school or by telephone (she shares the front office off of the reception area with the deputy head). She is available to support parents with any queries or difficulties and may refer pupils or parents on to other agencies who may be able to support them. Angela organises regular coffee morning for parents – some 'drop ins' at 9.30 and some more formal meetings with outside speakers. She also organises training and workshops for parents.

People who work with us

We work with many different people in order to provide the best possible provision for pupils.

The Primary Care Trust is responsible for providing us with speech and language therapy, physiotherapy and occupational therapy. The Speech and Language Therapist (Jo Williams) and Physiotherapist (Vicky Fudge) work in school regularly each week/fortnight. They work with individual pupils, small and whole class groups and support teachers in setting up and running programmes which are carried out during the rest of the school week. The Occupational Therapist (Gemma Goatley) works in school as required. We employ our own music therapist (Maggie Grady) for a day a week, using charitable donations. We also work closely with three Riding for the Disabled Groups (RDA) in order to provide horse riding for pupils who benefit from this.

The community school nurse (Vicky Duff) provides advice and support for parents and school and attends meetings here as appropriate and provides training for staff. We are also supported by the Children's community nursing team, who advise us on meeting the individual medical needs of some pupils and provide training for staff. The community nurse from the Children and Young People's Service (Teresa Rickard) works closely with us and we are also

supported by the clinical psychologist and psychiatrist from the team where appropriate.

We work closely with the advisory teacher for visual impairment (Sue Bryant), the Educational Psychologist (Chris Harwood), Paediatrician (Dr Kate Martin) and the continence nurse (Sue Brown).

We work closely with Gloucestershire and Wiltshire Portage to plan for pupils' starting school in the nursery/reception class.

Multi-agency meetings are sometimes held at the school to bring professionals together to support pupils and their families.

The school day

The school day runs from 9.15 – 3.15, with one hour for lunch from 12.00 (from 12.30 on Tuesdays to accommodate swimming at the local leisure centre.)

Pupils are allowed into school from 9.10.

Pupils' voice

We have a school president and vice president (pupils from Year 11 in their last year with us, who are voted for by all other pupils). They perform official duties welcoming visitors and carrying out tasks on important occasions.

We have a school council, with two representatives from each class from Class 2 upwards. The school council helps to plan special events and comments and influences things such as pupil participation and voice, school dinners, lunchtime clubs and playground equipment. They also work with other Gloucestershire special school councils to look at pupil participation.

We undertake an annual pupil survey to find out what pupils think of our school and use the findings to plan for future developments.

School policies

The school is required to have many policies on different subjects and areas. Policies are available from the school office or headteacher. Some of these are:

Child Protection/Safeguarding

All school employees have a responsibility and legal duty to protect pupils from abuse and to identify and report any concerns to the headteacher. The headteacher is the school's designated child protection officer. She will follow Gloucestershire Safeguarding Children Board procedures where concerns are identified. The deputy head and assistant head are deputy child protection officers. The school's Safeguarding/Child Protection policy is available in school. Staff are trained in Safeguarding/Child Protection matters every three years. All

staff and volunteers are subject to DBS checks (Disclosure and Barring Service, formerly CRB - Criminal Records Bureau) before commencing work with us. The headteacher and two governors have undertaken 'safer recruitment' training and accreditation and recruitment of all school staff is in line with safer recruitment practices.

Homework

There is no expectation that pupils will complete homework. Ideas for activities which can be done at home are included on the child's Individual Education Plan by the class teacher, who may also provide activities to be completed at home.

Complaints

We hope we can quickly and easily sort out any concerns you have. Complaints should first be directed to the class teacher, and then to the headteacher if you are not satisfied. If the headteacher cannot sort out the matter to your satisfaction it may be necessary to refer the complaint to the chair of governors or to Gloucestershire County Council.

Collective Worship

The whole school has an 'Open the Book assembly on Monday afternoons, which features a bible story and associated activities. On Tuesdays, Wednesdays and Thursdays, classes hold their own class assemblies. On Fridays we hold a whole school assembly to celebrate pupils' achievements during the week. Parents can withdraw their child from collective worship by informing the school of their wishes.

Sex education

Parents have the right to withdraw their child from sex education lessons except where these are part of science lessons. Parents will be given information from the class teacher on what will be taught and the resources used and will have the opportunity to discuss this with the class teacher. The school nurse also supports sex education in classes, as well as working with pupils on an individual basis to support their needs, where necessary.

Charging

The school may ask parents for voluntary contributions towards the cost of activities undertaken during the school day, such as educational visits, horse riding or swimming. Many valuable activities are dependent on financial contributions in whole or part from parents. Without parents support, the school would find it difficult to continue the wide range of activities it offers. Where insufficient contributions are received, it may be necessary to cancel activities. The school endeavours to keep charges to a minimum and subsidises or pays for many activities without seeking parental contributions, but this is dependent upon donations from the wider community.

If pupils go on residential visits, the school can ask for the cost of board and lodging to be met, with voluntary contributions for activities taking place during the normal school day.

The class teacher informs parents at the beginning of each term of planned activities and suggested contributions. We ask for £2.60 per week to cover the costs of swimming lessons at Cirencester pool for pupils in classes 3, 4, 5 and 6.

Transport

Transport to and from school may be available for some pupils through Gloucestershire County Council. The county council arranges contracts directly with the taxi companies, therefore any queries should be addressed to the Access to Education (or transport) department at Shire Hall.

Bringing children into school

Please wait outside until 9.10 in the mornings unless it is raining, as it becomes very congested and noisy in the entrance if everyone waits inside. School staff will collect pupils from parents or taxi escorts or drivers in the reception area. Nursery age pupils may be taken to and collected from the class by their parents.

School uniform

Pupils from Reception year upwards are encouraged to wear school uniform. The uniform consists of red or blue polo shirt, blue sweatshirt and grey/black trousers/skirt.

Secondary age pupils (Classes 5 and 6) wear a navy blue sweatshirt and navy polo shirt. The school office sends out uniform order forms at the beginning of each term.

Please ensure skirts/dresses are at least knee length. Gingham dresses may be worn up to the end of Key Stage 2.

What to send with your child

Please label all items of clothing.

Please send spare clothes and/or nappies if needed.

PE kit – white t-shirt, blue shorts and non-marking plimsolls or trainers (preferably in a PE bag)

Swimming kit – one piece swimsuit for girls/trunks for boys and towel

Riding – wellies and coat

Warm coat for playtimes in winter

Hat and sunscreen, if needed, in summer (we suggest you apply sunscreen in the morning before your child comes to school). We can apply it if necessary during really hot weather and day trips, if consent is given on the parent's annual consent form.

We cannot take responsibility for mobile phones, MP3 players or portable CD players brought into school by pupils. Unless pupils need mobile phones for the journey to/from school, we suggest they do not bring them into school.

Pupil well-being

Illness

If your child is ill, please keep him/her at home, as illness quickly spreads around the school and many of our pupils are particularly vulnerable to infection. If your child is ill during the school day, we will contact you and may ask you to fetch him or her. (see appendix for list of common illnesses and their exclusion periods from school).

Behaviour

We promote appropriate behaviour by all pupils at all times. Pupils who display challenging behaviour will have a Positive Intervention Plan (PIP) written by the class teacher, to support improvements in behaviour. A draft of this will be shared with parents for your comments and signature. Staff are trained in positive handling techniques (Team Teach) in order to reduce aggressive outbursts by pupils. Where challenging behaviour puts a pupil or other pupils/staff at risk, pupils may need to be moved or held by trained staff using approved Team Teach techniques (these are only used after discussion with parents and you will be informed if they need to be used with your child). The senior leadership team closely monitors pupils' behaviour and any impact of this on other pupils and staff.

Manual handling

Staff are trained regularly in moving and handling pupils safely. Protocols are developed for pupils who require moving and handling to keep them and the staff safe.

Medicines

Medicines should only be sent into school when absolutely necessary, as children are expected to stay at home if they are ill. Usually this is limited to drugs for epilepsy or asthma.

If pupils require medication during the school day and it cannot be given at other times, (i.e. if antibiotics need to be given four times a day, we can give one dose at lunchtime (if pupils are well enough to be in school).

Medication can only be given if permission forms are completed by parents, both for regular or 'one-off' medication. It is important parents keep us informed of any changes to medication. Medicines, including inhalers, should be sent in their original container with the pharmacy instruction label, which includes the pupil's

name. Paracetamol can be given at the school's discretion, if provided, and a consent form has been received. Antihistamines can be given with a consent form. If pupils take other medication, it is recommended antihistamines are obtained on prescription. Medicines are kept in locked cabinets in each class.

If pupils have epilepsy, asthma, allergies or other medical conditions we will ask parents to complete a detailed local authority form to inform us of how these conditions present and what to do for them. The school nurse may also liaise with parents for further information. We hold regular training sessions for staff in medical matters and procedures and arrange appropriate training as required when pupils' needs change.

Safety

We have installed higher fences, keypads and a front door security system to keep pupils safe. At the front entrance to the school the school administrator will let you in. If there is no-one in the office temporarily, please wait until the administrators return.

Pupil absence

If your child is absent, please telephone us on the first morning of absence giving the reason. A message may be left on the school answer machine. We are required to record the reasons for absence and if we do not know, this is recorded as 'unauthorised'. The Education Entitlement and Inclusion team discusses pupil attendance with the headteacher and may contact families where there is concern about poor attendance, lateness (arriving after 9.25am) or unauthorised absence.

Holidays – up to two weeks per year may be granted by the headteacher for holidays. Please ask for a form from the school office.

School lunches

Since April 2005, the school has employed its own cook (Karen Barnes) and offered 'healthy school meals'. Meals cost £2.50 (£2.25 for pupils in Class 1) per day. Meals are paid for in advance at the beginning of the week or term. There is a choice of meal each day and a menu is sent home for terms 1/2, 3/4 and 5/6 so that you and your child can choose what they will have to eat (this is then copied back to you as a record). Your child does not need to have a meal every day. Some pupils who are beginning to try a wider range of foods have meals on particular days.

Curriculum

We follow the National Curriculum in line with mainstream schools, but at a level appropriate to children's individual needs. We also work on developing pupils' communication, physical, sensory and personal skills.

Healthy Schools Plus

The school has achieved Healthy Schools Plus status and won a special award from BBC Points West in July 2007 for its whole school approach to food.

Outreach

We are part of the Gloucestershire Outreach Project and many of our staff have undergone consultancy training, enabling them to provide support for mainstream schools and other providers to meet the needs of children and young people with special educational needs. They make visits to schools and welcome visitors to Paternoster to find out about particular aspects of our work. We also offer open evenings and workshops for mainstream staff. Jennie Walsh, deputy head, is our Outreach Manager.

Total Communication

We are part of the Gloucestershire Total Communication Project. Signs, symbols, PECS (Picture Exchange Communication System), communication passports and communication aids are used to promote pupils' communication, as appropriate. Most staff are trained in Total Communication at Induction or Intermediate level. Liz Outhwaite, communication co-ordinator, runs workshops for parents.

Assessment

Our Early Years Foundation Stage pupils are assessed using the Foundation Stage Profile. All pupils are assessed using 'P' levels (which break down the levels of the National Curriculum used by mainstream schools) or National Curriculum levels. A published scheme called 'B Squared' is used to measure exactly where pupils are at in different areas of the curriculum. Progress is monitored by subject co-ordinators and by the senior leadership team.

Accreditation

When pupils leave us at 16, they gain external accreditation for their work, as appropriate to their abilities. This includes Life and Living skills and Entry Level awards in English, Maths and ICT (Information and Communication Technology), as appropriate.

We compile a 'Record of Achievement' for all our leavers to take with them, containing certificates, photographs and records of special achievements within school.

Lunchtime clubs

Every day (from Nov to May) there is one or more lunchtime club/s. These change each term and range from Gardening, SAQ (speed, agility and quickness), Multiskills, and Music. Pupils decide whether they want to attend clubs and choose which club/s they would like to attend.

Life beyond school

We recognise it is often very difficult for families to think about what will happen when their child is 16 and leaves Paternoster. We will support you and your child in planning for what happens after Paternoster. In Year 9 onwards (aged 13/14) your child's annual review will be a transition review and we will invite other professionals who can support you and your child in deciding what happens next when considering further education at college or post-16 provision in another special school. You are supported at this time by the Youth Support Personal Advisor (currently Alan Hart). The school's Careers, education and guidance programmed (including work experience) also supports this.

Destinations of school leavers

In July 2013, six 16 year old pupils left the school. Two moved on to Stroud College; three to Uplands School post 16 provision in Swindon and one to Bettridge School post 16 provision in Cheltenham.

Governors

The Governing Body meets six times per year. In addition there are committees for Personnel, Premises, Curriculum and Finance which meet between 3 and 6 times per year.

The clerk to the governors is Mrs Ronnie Rowan.

The chair of governors is Mrs Sue Arnold. Both can be contacted via the school.

Friends of Paternoster School (FOPS)

The Friends of the school consist of parents, staff, ex-parents and members of the community. FOPS organises social events for parents and families to come together as well as fundraising for additional equipment and resources for the school. There is a FOPS noticeboard in the reception area which gives information of meetings and events. FOPS also runs a '100 club' to raise funds for the school (contact Angela Lacey, Parent Support Worker) who oversees this. The current chair of FOPS is Jemima Collishaw.

School Developments

Each year the school produces a 'School Development Plan' detailing what improvements it will make during the academic year. Staff and governors begin work on the plan for the following academic year on an 'Inset' day (in-service education day) in June. The parents' questionnaire undertaken in July informs this process. A summary of developments during the previous year and plans for the next year are shared with parents. After an Ofsted inspection, any areas identified by Ofsted for improvement are incorporated into the School Development Plan.

Staff professional development

The school places high importance on developing the knowledge and skills of its staff. All staff are encouraged to undertake relevant training and support. Needs are identified through individual performance management (for teachers) and staff development interviews (for all other staff) each year. Staff may attend training organised by external companies, Gloucestershire local authority, the local cluster of primary schools as well as 'in-house' training run by school staff or outside trainers for individuals, small groups or the whole staff.

As for all schools, there are five 'inset' days each year, which are used for staff professional development.

School finances

Most of the school budget is spent on staffing. Additional income is provided from hire of the swimming pool, hire of the sports hall and donations from individuals or groups.

Summer scheme and after school clubs

We run a two week summer scheme for pupils (pupils attend on different days, depending on age and activity) and have run after school clubs on some days of the week during the past three years. Currently after school clubs cost from £7 per session (usually they run from 3.15 until 4.30pm) for children of 5 years and over. Please ask for details of these, as they change termly.

Once your child attends Paternoster:

Information from parents

We will ask for your contact details and details of other family members/friends who may be contacted in an emergency. This is updated annually and it is important you keep us informed of changes of telephone number or address. We will also ask for information about your child, including any medical conditions. We will ask you to complete our annual parents' consent form, which covers various school activities, including the taking of photographs of your child.

Contacting us

The school office is staffed from 8.30 until 4.30 daily. There is an answer machine outside of these hours for messages. The school office may also be contacted by e-mail at admin@paternoster.gloucs.sch.uk

Home-school communication

Pupils have home-school diaries which enable staff and parents to share information. These are particularly important for pupils who travel on transport and those who are not able to communicate what they have been doing in school. Teachers will use these to communicate items of significance, at least

weekly. If appropriate, at Key Stages 3 and 4, pupils will be expected to communicate their own news to parents.

Class staff produce weekly class newsletters in order to keep parents well informed about what their child and the class have been doing.

If you would like to speak to the class teacher or headteacher, please have a word when you are in school or telephone. Telephone calls cannot be taken by teachers during the teaching day when they are busy in class – please leave a message with the school administrator who will pass this on. If appropriate, we will set a time to meet with you.

Parents' coffee mornings are held at least once every new term and offer the chance to chat to other parents, other professionals and the parent support worker.

Parents are invited to end of term assemblies when we celebrate work undertaken by the classes and give out certificates of achievement to pupils who have made significant progress.

There is an annual parents' questionnaire during the summer term to solicit parents' views to contribute to the new school development plan for the next academic year.

Website

Our website address is www.paternosterschool.co.uk

We are gradually developing and expanding the website. As we do not have a school-based technician, it is not possible to update the website on a weekly basis but we do our best to ensure it is up to date for the term ahead.

If there is bad weather and you are uncertain whether the school will be open, please check www.gloucestershire.gov.uk/closedschools or listen to BBC Radio Gloucestershire.

School calendar for the year

Every September we will send home a calendar of the main school events for the academic year, so that you can plan for these well in advance. This is also available on our website.

School newsletter

The assistant head produces a newsletter every 'new' term (approximately every six weeks). This keeps you up to date with events in school, such as new pupils, staff and governors, achievements of individual pupils, class activities, governors' news, Friends of Paternoster (FOPS) news and dates of forthcoming events.

Class letter

Class teachers send home a letter explaining what is happening for the (old) term (e.g. autumn, spring, summer) along with copies of the class timetable and other useful information.

Statement of special educational need

Many pupils will have a statement of special educational need, prior to joining us. This will recommend a placement in a special school such as Paternoster and set out the provision required and objectives to be met.

Younger children will be assessed once they come into school and the school, the Educational Psychologist and other professionals such as the Physiotherapist and Speech and Language Therapist will be asked to submit reports to contribute to the statement.

Individual Education Plans (IEPs)

Once children have settled into school they will have a new IEP three times a year (at the beginning of terms 2, 4 and 6). These are written by the class teacher and overseen by the headteacher. The targets within the IEP lead towards achieving the objectives in the Statement of Special Educational Need. These are sent home for parents to comment on and can be altered if parents wish them to be. There is also a section containing ideas for ways in which parents can support learning at home. At the end of terms 1, 3 and 5, the class teacher adds written comments on progress to the IEP and this is sent home to parents.

Annual Review

Pupils who have a Statement of Special Educational Need have an annual review around the anniversary of the date of the statement. This is usually held after school and chaired by the class teacher. Parents and other professionals who work with the child attend and discuss the child's progress and whether the statement requires updating. Objectives for the year ahead are also agreed between parents and school staff.

'I can' record

The I Can record is given to parents at the annual review to illustrate work the pupil has done and progress made through the year. A copy is kept in school, to record progress over time. Class 1 parents have a copy of class observations.

Annual report

In July class teachers write detailed reports on pupils' progress through the year. This covers all subjects and areas of learning.

'P' level and National Curriculum level assessments for school-age pupils and Foundation Stage Profile assessment for Reception age pupils

Attached to the annual report is a sheet detailing assessments the school makes at the end of year. The school is legally required to undertake many of these assessments. Many parents feel the descriptions in the annual report are more helpful to them than the assessment details. The class teacher or headteacher are happy to discuss the assessments more fully, if parents feel this would help.