APPENDIX 1 – STAFF & QUALIFICATIONS

- Mrs M Rooks SEN Co-ordinator BA (Hons) English/PGCE/DIPSE Maths
  Start date: April 2001
  12 years Primary teacher – English Co-ordinator
  2 years English Manager, Special School EBD/SPLD
  CAF trained
  Member of ISP
  ACOT Teaching Learners with Dyslexia and Literacy difficulties
  Restraint Training
  AMBDA Reaccredited 2016

- Learning Support Assistants

  Diana Holmar
  Start date: June 2001
  Computer Literacy Stage 1
  Desk Top Publishing Level 1
  Word Processing Stage 1
  Hearing Impaired training (April 2010)
  First Aid at Work (June 2013)
  Dyslexia/ASD training
  Tracheostomy Training

  Allison Paddon
  Start date: September 2001
  LSA course attended – induction training 4-day course
  Dyslexia course
  Level 3 NCFE SEN Assistants
  ASD training
  NVQ L2 Teaching Assistant (February 2010)
  Multiskills (Fundamentals)
  First aid at work – October 2015

  Lisa McGuigan – SEN TA
  Start date: January 2013
  BSc in Psychology and Sociology
  LSA induction training
  Certificate in Psychodynamic Theory and Skills
  ELSA trained
  Multiskills (Fundamentals)
  Level 2 Emergency First Aid at Work

  Karen Burton
  Start date: October 2013
  BSc Hons Criminology and Criminal Justice
  NVQ Childcare Learning and Development 2+3
  First Aid at Work
  Multiskills (Fundamentals)

Barbara Lee
Start date: September 2015
Team Teach 2013
STLA Level 2 2012
STLA Level 3 2014
Emergency First Aid at Work October 2015 Level 2

Anna Tomlinson
Start date: September 2015
Level 2 Emergency First Aid at Work October 2015
NVQ Level 2 Supporting Teaching and Learning in Schools June 2015
BA Honours - History

Jon Sullivan
Start date: March 2016
BA Honours in Education Studies and Drama
Emergency First Aid at Work – Level 2
TEFL/TESOL

Rayco Valido
Start date: September 2016)
First Aid at Work Training (October 2016)
LSA Induction Course
PE Teacher (Spain)

Katharine Winfield
BSc Occupational Therapy
First Aid at Work Training (October 2016)
Manual Handling Awareness

Zaneta Poceviciene
Start date: October 2016
Professional Bachelor of Management and Business Administration in Accounting (Corporate Finance Management); Accountant (12.06.03)
Prevent for Support Staff (24.11.15)
The Importance of English and Maths (29.04.15)
Safeguarding Online Learning (28.11.14)

APPENDIX 2 – CODE OF PRACTICE

Springfield Q:
Pupil requires help over and above that normally available within the particular class or subject.

The school must:
- collect information and provide targeted support
- undertake further school based assessment including child's views

SEN Support:
Despite individualised programme and/or concentrated support, difficulties continue.

The school must:
- consult with parents
- seek the support of external services
- set out an SEN Support Plan

Statutory Assessment:
The LA consider the need for statements or EHCPS. Parents are informed by LA in the Information Report of all the places that can meet the needs of the pupil, both in mainstream schools and special schools

APPENDIX 3 – SEN IDENTIFICATION

Please see separate document

GLOSSARY

AEN	-	Additional Educational Needs
BESD	-	Behavioural Emotional Social Difficulties
CAF	-	Common Assessment Framework
CAMHS	-	Child and Family Mental Health Support
CPD	-	Continuing Professional Development
EHCP	-	Education Health and Care Plan
ECM	-	Every Child Matters
EMAS	-	Ethnic Minority Achievement Service
EOTAS	-	Education other than at school
ICTAC	-	Information Communication Technology across the curriculum
IPP	-	Individual Pupil Progress
ISP	-	Inclusion Support Panel
ITYSS	-	Integrated Targetted Youth Support Service
LA	-	Local Authority
LSA	-	Learning Support Assistant
MABS	-	Multi Agency Behavioural Support
PCC	-	Portsmouth City Council
PGAP	-	Pupil Group Action Planning
SEBD	-	Social and Emotional Behavioural Difficulties
SEN/AEN	-	Special Educational Needs / Additional Educational Needs
SEN/D	-	Special Educational Needs/Disability
SENCO	-	Special Educational Needs Co-ordinator
~~SMEH~~*SEMH*	-	Social, Emotional and Mental Health
TA	-	Teaching Assistant