

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**

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)

Multi skills (Fundamentals)

First aid at work – October 2015

Lisa McGuigan – Lead TA (SEN/D)

Start date: January 2013

BSc in Psychology and Sociology

LSA induction training

Certificate in Psychodynamic Theory and Skills

ELSA trained

Multi skills (Fundamentals)

Level 2 Emergency First Aid at Work

HLTA Status

Level 1 Netball coach

Barbara Lee

Start date: September 2015

Team Teach 2013

STLA Level 2 2012

STLA Level 3 2014

Emergency First Aid Level 2 - expired

Chanel General Awareness Module 29th January 2016

Safeguarding September 2018

Martin Cheshire

Start date: November 2016

Anita Harrison

Start Date: 11th December 2018

First Aid at Work (June 2016)

Safeguarding Online/Training - September 2018

Drug awareness training – 24th September 2018

Jade Matthews

Start Date: 28th February 2018

Introduction to Down Syndrome Course

Safe Guarding online/Training September 2018

Drug awareness training 24th September 2018

Suzi Larter

Start Date: 3rd September 2018

Introduction to Down Syndrome

Helen Ayton

Start Date: September 2018

HLTA Behaviour

Safeguarding training - 3rd September 2018

Drug Awareness - 24th September 2018

Oriana Gorrin-Ravelo

Start Date: September 2018/ MA in Training

Foreign Languages (specialising in Spanish)

BA in English Studies

1 year of teaching experience at Trafalgar School, Hilsea - MFL department (French and Spanish)

Safeguarding training (primary - secondary)

TA at Highbury Primary - Y5 (4 months)

TA at Mary Rose Academy - Y10 (5 months)

First Aid training received at MRA

Administrative Assistant**Sam Tiley**

Start Date: 5th November 2018

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 if appropriate
- set out an SEN Support Plan

Statutory Assessment:

The LA consider the need for EHCPs. Parents are informed by LA in the Information Report of all the places in the city that can meet the needs of the pupil, both in mainstream schools and special schools

APPENDIX 3 – SEN/D CATEGORISATION

	SEN Support (K)	Pre SEN Support (Springfield Q)
Communication & Interaction	Educational Psychologist Early Help Assessment Exam concessions (Reader, scribe, extra time, enlarged/coloured resources) Alternative education In class support for more than 15 hours 2 or more withdrawals	Multi Agency Behavioural Support Service Child & Adolescent Mental Health Service
Cognition & Learning	Educational Psychologist Early Help Assessment Exam concessions (Reader, scribe, extra time, enlarged/coloured resources) Ethnic Minority Achievement Service report stating learning issues in first language 2 or more withdrawals	Portsmouth Down Syndrome Association Alternative education
Social, Emotional & Mental Health	<u>Emotional</u> Early Help Assessment Child In Need Plan Child & Adolescent Mental Health Service Alternative education at Harbour Medical, Trigger tuition Pupil Grouping Achievement Progress concerns affecting learning 2 or more Emotional Literacy Support Assistant withdrawals	Multi Agency Behavioural Support Service Child Protection Plan
	<u>Behavioural</u> Pastoral Support Plan Multi Agency Behavioural Support Service Educational Psychologist Child In Need Plan Amended timetable Alternative education at Harbour, Near 2 School Pupil Grouping Achievement Progress concerns affecting learning	Early Help Assessment Child & Adolescent Mental Health Service Child Protection Plan 3-5 Extended work experience
Sensory & Physical	Specialist Teacher Advisor Visual Impairment Specialist Teacher Advisor Hearing Impairment Specialist equipment/adaptations to environment Medical diagnosis/disability and Pupil Grouping Achievement Progress number of 3s affecting learning Alternative education at Harbour Medical, Trigger Tuition Exam concessions (Reader, scribe, extra time, enlarged/coloured resources)	Educational Psychologist Occupational Therapy Reduced timetable

One withdrawal
 Ethnic Minority Achievement Service
 Concerns raised at Pupil Grouping
 Achievement Progress
 In class support less than 15 hours

One withdrawal
 CATS below 90
 Concerns raised at Pupil Grouping
 Achievement Progress
 Exam concessions (withdrawal, prompter)
 In class support less than 15 hours

Emotional
 Help In Bereavement
 Emotional Literacy Support Assistant
 Mentor
 Concerns raised at Pupil Grouping
 Achievement Progress
 In class support less than 15 hours

Behavioural
 Mentor
 Concerns raised at Pupil Grouping
 Achievement Progress
 Exam concessions (withdrawal)
 In class support less than 15 hours

One withdrawal
 Concerns raised at Pupil Grouping
 Achievement Progress
 On disability list
 Exam concessions (withdrawal, prompter)
 In class support less than 15 hours

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 Targeted 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
SEND/CO	-	Special Educational Needs and Disability Co-ordinator
SEMH	-	Social, Emotional and Mental Health
TA	-	Teaching Assistant