



THE PILGRIM SCHOOL

The Local Offer

POLICY

School Lead: SENCo – Clare Andrews

Governor Lead: TBA

Last reviewed: October 2017

Date of next review: October 2018

Signed by Chair of Governors: _____ Date: _____

Signed by Chair of Committee: _____ Date: _____

The Pilgrim School's Local Offer

The school aspires to enable pupils to continue working towards achieving their potential, in the context of their particular condition and any consequent vulnerability. To achieve this, the governors and staff continue the drive towards:

- An organisation that is a centre of excellence
- Staff who have appropriately high levels of knowledge, skills and expertise across a range of curriculum subjects and additional needs and who lead at all levels
- Systems that mean we can be flexible, responsive and confident in our ability to contribute to positive change in the lives of vulnerable and troubled children and young people, and their families
- Quality assurance systems which monitor, evaluate and support all working in the school to ensure they are clear about their roles and are fulfilling these at the level of the best
- Structures which allow
 - a) locality based teams and close partnerships with colleagues in Integrated Services in CAMHS and The Local Authority
 - b) specific areas of expertise and knowledge that is easily shared across the organisation as a whole
- Professional competence and integrity which leads to high levels of trust and confidence from key stakeholders, including schools

What should I do if I think my child has SEN?

- When a child or young person is referred to us, we ask for information from their own schools.
- The progress of all pupils is monitored regularly by subject teachers and the senior leadership team, so that when a pupil is not making expected progress in a particular area of learning the school can quickly identify the need for additional support. This will then be discussed with parents/carers and the pupil concerned.
- If parents/carers have concerns about the progress or attainment of their child they should in the first instance make an appointment to speak to the named Case Manager to discuss their concerns, who will then liaise with our Special Needs & Disability Coordinator (SENDCo) as appropriate.

How will the school respond to my concern?

- The pastoral staff are your first point of contact. They will maintain close communication with you. Concerns can be expressed at the referral / home visit stage and at any time by email or phone to the Case Manager
- Reviews of progress are held at least once in every 12 weeks but can be arranged more regularly if required
- Further individual support can be discussed with Parents/carers and added to the pupil's SEND Passport, if appropriate or needs plan
- The Plan is shared with all involved (including dually registered school) and reviewed as above

How will the school decide if my child needs extra support?

- The school collates observations and assessments from other staff and a baseline assessment, including a writing assessment and 'Accelerated Reader'
- The data manager collates termly progress check data and this will highlight any cause for concern where progress is slow. A focussed Track and Act programme details pupils who need extra support and intervention.

- Termly Pilgrim emotional and resilience data (Pilgrim 16) followed by a Track and Act programme.
- Each pupil completes a pupil review form where their views are gathered prior to every Pilgrim review meeting and shared with all present.
- Medical advice and guidance from the health professionals involved with each pupil is sought on a regular basis.

What will the school do to support my child?

- Pilgrim School lessons have differentiated learning as part of the regular timetable and there are individual interventions which are tracked and time limited. All interventions are outlined on the personal plans and a plan-do-review cycle
- A 'Time to Talk' bespoke programme enables pupils to have direct 1-1 access to Reintegration and Support Officers (RSOs) where opportunities to discuss worries and concerns and put strategies in place to decrease anxieties
- The School is supported by other agencies (for example, CAMHS, Vision Impairment service, Educational Psychology)

Who will support my child in school?

- The Case Manager is the main point of contact for each pupil and will liaise with the referring school, parents, medical professionals and other agencies
- The Pilgrim School has a team of highly trained support staff – RSOs and Learning Mentors in addition to the Pilgrim SENDCo and Pilgrim SEND team across the county
- The Governing Body has a range of skills, knowledge and experience e.g. a member of Lincolnshire Local Authority SEND team

What training and experience do staff have for the additional support my child needs?

- All staff have Safeguarding training and members of SLT have the extended Safeguarding training
- Pilgrim School has an approved teacher of specific learning difficulties (Literacy), with a licence to become an assessor for specific learning difficulties (Dyslexia) and exam access arrangements
- Pilgrim School has a teacher training in specific learning difficulties (Dyspraxia), with a licence to become an assessor for specific learning difficulties and exam access arrangements
- The SENDCo has an MA in Special Needs
- RSOs' experience and qualifications range from a diploma in school practice, a BA in Counselling and an MA in Trauma Studies
- Pilgrim School staff have been trained in the Team Teach behaviour management strategy
- The school has a trained first aider in every base

Who else might be involved in supporting my child?

- Pilgrim School has access to a range of agencies which provide individual guidance and support for example, Educational Psychologist, Working Together Team, Education Welfare, Families Working Together, CAMHS, Family Action, Targeted Youth etc

What support will there be for my child's emotional and social well-being?

- At each teaching base there is an RSO who is able to discuss immediate anxieties and suggest solutions.
- At each teaching base there is daily tutor time and opportunities to discuss topics of the day, news items and areas of interest
- 'Time to Talk' is a weekly offer of 1-1 discussion time with an RSO where there is an opportunity to speak about anything that may be distracting the pupil from learning.
- Pupils are offered a bespoke course called 'Resilient Me' which comprises a range of activities designed to promote trust and interaction, whilst forming positive relationships and raising self awareness. It has been created by Pilgrim staff in response to pupil feedback and is pupil led as much as possible.
Resilient Me has been developed as a forum to explore the issues which affect our pupils

How will my child be involved in the process and be able to contribute their views?

- Pupil review forms are completed before every review to ascertain the views of the pupil.
- The school conducts a yearly pupil questionnaire

How will the curriculum be matched to my child's needs?

- Pilgrim School arranges an individual tailored curriculum for each pupil and the timetable is extended or reduced according to the fluctuations in health, taking account of health advice.
- The school is heavily involved in planning and writing transition and reintegration arrangements as well as preparing and accompanying pupils to placements
- Pupils are expected to follow the core subjects of English, Maths and Science but will be consulted on which additional subjects they would prefer to do, according to how much time they're able to commit to their studies in the context of their illness/health problem

What opportunities will there be for me to discuss my child's attainment and achievement? How will I know how well my child is progressing?

- Pilgrim pupils are offered a period of induction when they are first admitted to the school. During this time there is direct communication with parents about what provision would be appropriate. These communications include home visits, school meetings and visits to one of the teaching bases. Discussion about prior attainment and potential curriculum can be discussed at this time.
- Review meetings are held at least once every 12 weeks and levels are reported on end of term reports 3 times a year.
- If a pupil has an Education and Health Care Plan, annual reviews are held to discuss progress against the objectives in the EHCP. A written report, to which parents and the pupil contribute, is shared with the Local Authority.
- Contact with the Case Manager by phone or email is available for Parents throughout the normal working week.

How does the school know how well my child is doing?

- Pilgrim School undertakes academic assessment progress checks 3 x a year detailing National Curriculum or predicted GCSE grades.
- The Pilgrim Emotional Scale (Pilgrim 16) progress checks 3 x a year with Track and Act to monitor individual interventions
- Pilgrim School undertakes engagement level assessment checks 3 x a year
- Pilgrim has a specialised reading scheme ('Accelerated Reader') and individual levels are assessed 3 x a year
- All pupils are assessed on entry to the school using teacher assessment together with a free writing assessment. Assessment data and GCSE predictions are requested from school on referral
- Teachers use Assessment for Learning strategies in lessons so that pupils are constantly challenged to make progress but also supported through a 'small steps' approach where this is needed

How will my child be included in activities outside the classroom including school trips?

- The school arranges supported visits to work experience and post 16 placements on an individual basis
- Pupil are invited to visits outside of school to support curriculum work as appropriate (e.g. BTEC sport, RE)

How accessible is the school environment? How accessible is the curriculum?

- The school accessibility plan and risk assessments provide details of each base.
- The curriculum is individual and tailored to the needs of each pupil

How will the school prepare and support my child to join the school?

- After the referral is discussed, visit to base or a home visit is offered. Following this, there may be staged visits to the base and a gentle introduction to teaching venue/staff/other pupils. A 6 week induction period is in place for all pupils.

- Social Stories can be used to support pupils who are anxious about new situations and individual stories are written with the pupil and key workers.

How can I be involved in supporting my child?

- Parents can support their child by facilitating transition to Pilgrim school, reintegration to school and post 16, attending medical appointments and attending Pilgrim review meetings
- Parents are encouraged to communicate with school, particularly about attendance and other issues they are concerned about
- Parents are welcome to join us to celebrate success (Award Evening, Open days)

How can I access support for myself and my family?

Organisation	Telephone	Website / Email
Lincolnshire County Council Support and Aspirations	01522 782030	www.lincolnshire.gov.uk/parents/support-and-aspiration
Lincolnshire Children's Services	01522 554673	Lincolnshire.gov.uk/children
Parent Partnership	01522 553351	www.lincolnshireparentpartnership.org.uk
Parentline plus	0808 800 2222	www.parentlineplus.org.uk
PAACT (Autism Support)	07935 222963	paactsupport@hotmail.co.uk
Lincolnshire ADHD Support Group	01522 539939	lincoln.adhd@btconnect.com
Family Action	01522 69010	lincoln@family-action.org.uk
Targeted Youth and Careers	01522 552078	lincolnshire.gov.uk/careers
Relate-Family Relationship Counselling	0845 166 4110	relate-lincs.org.uk
Action for Young Carers	01205 358834	lincolnshire.gov.uk/
CAMHS Child and Adolescent Mental Health Service	0303 1234000	www.lpft.nhs.uk
Gingerbread	0808 8020925	www.gingerbread.org.uk
Families Working Together	01522 552078	fwt@lincolnshire.gov.uk
Lincolnshire Grief & Loss	01522 546168	www.lcgl.org.uk

Lincolnshire County Council Local Offer can be found at:
<http://www.lincolnshire.gov.uk/parents/support-and-aspiration/>

Who can I contact for further information?

- Parents are welcome to contact staff via the Pilgrim School Office - 01522 682319 and by email - enquiries@pilgrim.lincs.sch.uk
- Pastoral Staff and Case Managers can be contacted by email e.g firstname.surname@pilgrim.lincs.sch.uk
- Pilgrim School SENDCo can be contacted by email clare.andrews@pilgrim.lincs.sch.uk