



WICKERSLEY  
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# SEND Information Report

## Monkwood Primary School

**DATE:** January 2026

**OWNED BY:** Director of SEND

**APPROVED BY:** Education Subcommittee

**WICKERSLEY PARTNERSHIP TRUST**

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### Appendix A – Glossary of Terms

## 1. Introduction

This is Monkwood Primary School's information report about Special Educational Needs and Disabilities (SEND). It is written in line with the SEND Code of Practice 2014 and links to other relevant policies can be found below and on the school website: [www.monkwoodprimary.org](http://www.monkwoodprimary.org)

## 2. The Types of Special Educational Needs Provided for at Thrybergh Primary School

At Monkwood Primary, we meet children's individual needs and will make reasonable adjustments to do so. Our inclusive ethos is at the heart of everything we do, and we take pride in creating a welcoming and supportive environment for all.

We provide for all types of SEND of which the broad areas are:

- Communication and interaction;
- Cognition and learning;
- Social emotional and mental health difficulties;
- Sensory and/or physical needs

## 3. Admission of Children with SEND

The Local Authority admits pupils to the school according to its own admissions policy, which can be found at [http://www.rotherham.gov.uk/homepage/85/apply\\_for\\_a\\_school\\_place](http://www.rotherham.gov.uk/homepage/85/apply_for_a_school_place)

Children who have Education, Health & Care plans which name Monkwood Primary School are given priority.

## 4. How do we Identify Children and Young People with SEND?

All children are assessed on entry to school. We use the Early Years Foundation Stage Profile and assess children on entry to the Early Years Foundation Stage using the EYFS Baseline and Early years Support Journal. In Key Stage 1 and 2, we use NTS assessments alongside the National Curriculum tests in Years 2 and 6. These assessments tell us how well a child is attaining according to age-related expectations.

If a child is attaining below their age-related expectation in any area, then their teachers use adaptive practices to ensure activities are at the right level of the child. Children's progress will then be monitored by the class teacher. Most children will make progress if the work provided by their teacher is matched to their needs and they receive some extra support from their teacher or teaching assistant (this is called quality first teaching). Some children also have the opportunity to access a catch-up intervention programme for a few weeks.

If a child either is not making progress then the teacher will consult the SENDCOs, Mrs Smith and Miss Fenton (non-teaching SENDco). The SENDco will then ask staff to complete the graduated response documentation. They may request further assessments, such as a reading test, or may advise referring the child to a more specialist professional, such as our external Specialist Inclusion Team Teacher or the Speech and Language Service. We then put more specialised plans in place to meet the needs of the child. This is when we say that a child has Special Educational Needs, when a child is receiving provision different from or additional to that is normally available to pupils of the same age.

For a few pupils, an Education, Health and Care Plan request for assessment will be appropriate. This is a statutory process which involves parents and all other professionals involved with the child.

## 5. Involving Parents and Carers

### Everyone:

- Is asked about their child's needs when their child starts at Monkwood Primary;
- Has the opportunity to discuss any concerns with the class teacher at a pre-arranged time;
- Can telephone the SENDco or Head Teacher with any concerns or queries;
- Is invited to regular meetings;
- Receives a Pupil Progress Report whether they attend Parents' Evenings or not;
- Receives an annual report;
- Is invited to school events

### Some Parents:

- Whose child is receiving extra support in class are informed about it at Parents' Evenings or at additional review meetings;
- Whose child is chosen to go on an intervention programme will know because the SENDco will discuss this with them;
- May notice things at home that we do not observe at school (please let us know any information that we need to know about your child's needs and developments).

### A Few Parents

- Whose child needs more specialised support, because they have SEND, will be invited to have additional meetings in school with the SENCO and staff from other services involved, to decide how best to meet their child's needs. These meetings happen at least once a term or more often, if needed.

Children who are Looked After by the local authority will have termly Personal Education Plan meetings as a matter of course, these may be more frequent if they have Special Educational Needs.

## 6. Involving Children who have SEND

Before each planning meeting, a familiar member of staff will talk to each child with SEN and find out their views. They might ask about what the child finds easy or hard, who the child goes to for help, what the child would like help with next and what the child likes doing, etc.

All the staff who are working with children with SEND are observing them and listening to them on an on-going everyday basis. They are alert to children's feelings and report any changes to the SENCO and the parents which is then recorded on their support plans.

## 7. How do we Assess and Review Children's Progress?

Children who have special educational needs have individual targets. These can be set by the class teacher or by the Specialist Inclusion Team teacher (LSP targets) The targets are measurable and are reviewed termly or more frequently if appropriate. Parents are invited to review meetings to discuss their child's progress towards their targets and to plan for next steps.

## 8. Transition to a New/Secondary School

Before a child moves to a new school, the SENDCo at Monkwood Primary invites the SENDCo from the receiving school to attend review meetings. This ensures that all necessary plans are in place for a smooth and successful transition. Transition arrangements are tailored to each child's individual needs, and staff from Monkwood Primary can support by accompanying children on additional visits to their new school if needed.

## 9. Possible Plans for Children with SEN

At Monkwood Primary we are very flexible and will do our best to put in place whatever a child needs, so that they are not treated less favourably than other pupils. This could include:

- A sensory approach to learning including sensory circuits;
- More practical activities;
- Smaller learning steps;
- Extra help/supervision from a member of staff;
- Small group or one to one work;
- Different resources or facilities;
- A visual timetable;
- A workstation
- Access to nurture provision or continuous provision

Our staff are experienced and trained in meeting children's needs. When needed, specialist training is arranged so that a child's plan can be delivered.

## 10. A Whole School Approach

At Monkwood Primary, we have a whole school approach to SEND and this part of our strategic plans every year. The progress of children with SEND is evaluated, is on our school development plan and a part of staff performance management.

**As part of our whole school approach:**

- We make sure that adjustments are in place so that children with SEND can access all the activities available in school. We may provide additional resources or support, or we may adapt the activity to make it accessible.
- We provide high quality support for improving everyone's emotional and social development by encouraging and making every opportunity for children to make their views and feelings known.
- We have a rigorous report and monitoring system for bullying and investigate any complaint thoroughly and seriously.

## 11. Access Facilities

For children with interaction and communication needs we use visual timetables, Widgets and Makaton. There is level access to all classrooms.

## 12. Complaints

If parents of children with SEND have any concerns or complaints regarding the provision for their child, they should contact either Mrs. Smith (SENDCo/Assistant Headteacher) or Mrs. Edmondson (Head Teacher). If the matter is not resolved, parents should follow the school's Complaints Procedure, which is available from the school office or on the school website.

## 13. Useful Contacts and Information

### **The Local Offer**

The School's contribution to the local offer can be found at [www.rotherhansendlocaloffer.org](http://www.rotherhansendlocaloffer.org)

Or via the school website: [www.monkwoodprimary.org](http://www.monkwoodprimary.org)

### **SEND Co-ordinator:** Mrs. Liz Smith

Contact: [esmith@monkwoodprimary.org](mailto:esmith@monkwoodprimary.org)

Telephone: 01709 310710

### **Non-Teaching SEND Co-ordinator:** Miss. Beth Fenton

Contact: [bfenton@monkwoodprimary.org](mailto:bfenton@monkwoodprimary.org)

Telephone: 01709 310710

### **Parents / Carers Forum:**

A registered charity run by and for families of children and young people (aged 0-25) who have Special Educational Needs and/or Disabilities (SEND)

<https://www.rpcf.co.uk/>

Contact: 01709 296262

### **SENDIASS**

[www.rotherhamsendiass.org.uk](http://www.rotherhamsendiass.org.uk)

Information, advice and support for parents and carers of children with SEND Contact: 01709 823627

### **The Government guide to SEND for Parents:**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/344424/Special\\_educational\\_needs\\_and\\_disabilities\\_guide\\_for\\_parents\\_and\\_carers.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/344424/Special_educational_needs_and_disabilities_guide_for_parents_and_carers.pdf)

For information on admissions, please visit:

[http://www.rotherham.gov.uk/homepage/85/apply\\_for\\_a\\_school\\_place](http://www.rotherham.gov.uk/homepage/85/apply_for_a_school_place)

## 14. External Services

- Specialist Inclusion Team 01709 334087
- Speech and Language Therapy Service 01709 423229 or 423230
- Visual Impairment Service 01709 336415
- Hearing Impairment Service 01709 336430
- Child Development Centre 01709 428850
- Occupational Therapy 01709 424400
- Physiotherapy 01709 424400
- Psychology Service 01709 822581
- 0-19 service 01709 820000

- Early Help 01709 382121



## Appendix A – Glossary of Terms (Partial List)

Acronym	Term
ASC	Autistic Spectrum Condition
COP	Code of Practice
EHCP	Education, Health and Care Plan
EP	Educational Psychologist
LSS	Learning Support Service
OT	Occupational Therapist
SaLT	Speech & Language Therapy
SEN	Special Educational Needs
SEND	Special Educational Needs & Disability
SENCO	Special Educational Needs Co-ordinator
SLCN	Speech, Language and Communication Needs







# **SEND Information Report**

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