



## A parent / carer guide to **SEN support** at the **Federation of Spixworth Schools**



**SENDCO – Mrs  
Heallen Payne**

**Head of School for  
Woodland View  
Junior School**

### **Who are the best people to talk to about my child's difficulties with learning, medical or special educational needs?**

The class teacher

The SENDCO – Mrs Payne

The Head of School:

Spixworth Infants – Miss Owen

Woodland View – Mrs Payne

Executive Headteacher – Ms Jordan

### **What is the role of the SENDCO?**

The SENDCO works with pupils, parents/carers, staff and outside agencies to support pupils who have needs relating to:

Communication and Interaction  
Cognition and Learning  
Social, Emotional, Mental Health  
Sensory and/or Physical Needs

### **How will the school work in partnership with me and communicate with me?**

Progress Evenings with teachers

Meetings / Drop-ins with SENDCO

EHCP Annual review meetings with  
SENDCO

Email / text

Website / Newsletters

Annual Reports

Transition Meetings

### **How do our schools identify and support children with SEND?**

We liaise with Parents /carers.  
We talk to school staff.

We use school-based assessments.  
We work with outside agencies such as  
Health and Educational Psychologists.  
Regular cycles of targeted work.  
Learning Support Plans follow the  
graduated approach of Assess, Plan,  
Do and Review.  
Education Health Care Plans (EHCPs)  
are reviewed annually.

**To ensure every pupil receives appropriate provision we aim to:**

- Identify pupils with SEND
- Work with parents/carers to make provision for pupils on our SEN Record
- Work with the legal framework of the Code of Practice
- Manage a whole school approach to the provision of a pupil with SEND
- Develop and maintain partnerships with parents/carers
- Ensure access to a broad and balanced curriculum

**What provision is available for children with SEND in our schools?**

Quality First Teaching  
In-class intervention and support  
Short-term intervention programmes  
One-to-one interventions from external agencies e.g. East Coast Speech and Language Therapy



**Where else can I find support and information?**

Our SEN Information Report gives more information about the support available to our children. It is updated annually and is on our website:

<http://www.spixworth.norfolk.sch.uk/key-information/send/>

<https://www.woodlandview.norfolk.sch.uk/send/>

**External Links:**

You can view the government's SEND Code of Practice:

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

<https://www.gov.uk/government/publications/send-guide-for-parents-and-carers>

The Local Authority Offer includes information on outside agencies:  
[www.norfolk.gov.uk/children-and-families/send-local-offer](http://www.norfolk.gov.uk/children-and-families/send-local-offer)

Norfolk SEND Information and advice:  
<https://www.norfolksendiass.org.uk/>

**Contact Details:**

**Spixworth Infant school**

Ivy Road  
Spixworth  
Norwich  
NR10 3PX

01603 898 483

[office@spixworth.norfolk.sch.uk](mailto:office@spixworth.norfolk.sch.uk)

**Woodland View Junior School**

Ivy Road  
Spixworth  
Norwich  
NR10 3PY

01603 898292

[office@woodlandview.norfolk.sch.uk](mailto:office@woodlandview.norfolk.sch.uk)

**How can I voice a concern?**

1. Talk to your child's class teacher.
2. Talk to the SENDCO or Head of school.
3. Arrange a meeting with the Executive Head.
4. If your concern is still not resolved, contact the Chair of Governors – Mrs Jo Thompson.