

SEND Department Primary Liaison Process 2018-19

The process for transition will depend on individual need. We offer the following additional support, for students with Special Educational Needs/Disabilities (SEND), where appropriate:

College Visits

Any parent/carer of a student with SEND can request a College visit by contacting reception. This can be done in year 4, 5 or 6. This will usually involve a tour, a discussion with the SENCo or another member of the SEND department, and a short meeting with the Principal.

Meetings

Attendance at year 5 and/or 6 meetings or Annual Reviews for any students with SEND who may consider IVC for their choice of secondary school

Primary Liaison

Contact and visits to Primary Schools that have students with SEND who may consider IVC for the following September. Visits enable IVC SEND department staff to discuss the student with their current teachers/TAs and to observe the student in their own environment.

Transition Workshops/Additional visits

Some students are invited for transition workshops which enable them to meet staff, familiarise themselves with the College environment and experience selected lessons. If needed their primary school TA can accompany them for this. This can range from an afternoon, to a number of sessions throughout the year, depending on need.

In the summer term, confirmed students (and their parents/carers) are invited for an informal afternoon event. This gives them all a chance to meet each other as well as the current students and staff. This also enables the parents/carers to talk to staff and ask questions.

All information collected during the primary visits and taster days is collated and included on the SEND register and on student profiles (all parent/carers are informed). This information is discussed and shared with the teachers as appropriate and used to inform planning.

Partner Agencies

Contact with appropriate outside professionals is made where appropriate, for example;

- Occupational Therapists (OT) and or Physiotherapists (PT)
- The Visual Impairment Service (VI Service)
- The Hearing Support Service
- The Speech and language Therapist Service

Any issues regarding mobility, access to buildings, specialist equipment or barriers to learning are discussed.

Open Door Policy

We have an open door policy and will meet with any parent/carer on request if they wish to discuss their child prior to/or post transfer. If there is something you feel your child needs to support them with transition that is not listed, please let us know.

Key Staff

- Leah Cooper (Lead Teacher KS3 SEND Progress)
- Rebecca Sheldrick (Specialist literacy teacher)
- Vicky Bailey (Pavilion Manager)

Contact details can be found on the school website.