

Primary Liaison Process

The process for transition will depend on individual need. We offer the following:

Annual Reviews

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

Primary Liaison

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

Taster sessions

- All potential year 6 students are invited for taster days which enable them to meet the staff and experience selected lessons. Students with additional needs may be invited for further taster sessions, within a small group of students, or individually. If needed their primary school TA can accompany them for this. This can range from an afternoon, to a number of sessions throughout the summer term, 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 (all parent/carers are informed). This information is discussed with the teachers and helps when allocating groups.

Partner Agencies

Contact with appropriate outside professionals to ensure that specialist equipment/care plans are in place prior to transfer.

1. The School Nurse is involved from the outset to ensure Personal Care Plans are in place.
2. Occupational Therapists (OT) and or Physiotherapists are contacted in order to ensure that student's Personal Care Plans are in place. Any issues regarding mobility, access to buildings and/or barriers to learning are discussed. The OTs can also make home visits and meet with parents at IVC to discuss transfer.
3. The Visual Impairment Service (VI Service) is contacted to ensure any mobility issues, specialist equipment and advice regarding barriers to learning and access to the curriculum, such as font size, are discussed.
4. The Hearing Support Service is involved as appropriate as above.
5. The Speech and language Therapist Service are involved as appropriate as above.

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. For students who need it we also use Home/School books to communicate regularly with home.

Key Staff

- Sharonne Horlock (SENCo)
- Leah Cooper (Responsibility for KS4)
- Rebecca Sheldrick (Specialist teacher)
- Amy Miller (Specialist teacher)