



SEN and Disability

Local Offer: Primary Settings

Mainstream, Short Stay Schools, Special Schools and Academies

Name of School: Lancaster Lane CP

School Number: 09024

School/Academy Name and Address	Lancaster Lane CP School		Telephone Number	01772 433641
	Hunters Road Clayton-le-Woods Leyland Lancs PR25 5TT		Website Address	www.lancasterlane-school.ik.org
Does the school specialise in meeting the needs of children with a particular type of SEN?	No	Yes	If yes, please give details:	
	NO			
What age range of pupils does the school cater for?	4 – 11 years			
Name and contact details of your school's SENDCo	Miss Lorna Watson 01772 433641			

We want to ensure that we keep your information up-to-date. To help us to do this, please provide the name and contact details of the person/role responsible for maintaining details of the Local Offer for your school/academy.

Name of Person/Job Title	Mrs Joanne Geldard		
Contact telephone number	01772 433641	Email	head@lancasterlane.lancs.sch.uk

Promoting Good Practice and Successes

I confirm that our Local Offer has now been published on the school/academy website. It can be found on the following page.

<http://www.lancasterlane-school.uk.org/special-educational-needs.html>

Name	Lancaster Lane CP	Date	Updated September 2021
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Accessibility and Inclusion

What the school provides

- Having been built in the mid-1970s, Lancaster Lane School has had many developments over the years.
- It has four entrances for wheelchair users: one leading to the front office and the others from the playground directly into classrooms.
- All doorways and entrances to the school are on a single level and wide enough to accommodate a wheelchair if necessary to ensure full access for pupils and parents with disabilities
- Cars are parked directly on the road in front of the school and the school operates a voluntary one-way system at drop off and pick up times.
- The school has one accessible toilet for people to use if required.
- The school's website is kept up-to-date with weekly information on *what's on* on its front page
- Weekly newsletters are uploaded to the school website and sent home electronically to parents / carers.
- Where and when required, paper copies of all letters can be sent home with pupils.
- All relevant policies are uploaded to the school's website.
- Furniture is modern and of a suitable height appropriate to the age group of children being taught in each classroom.
- The school has a range of ICT programmes for pupils with SEND in addition to iPads, headphones, computers and interactive whiteboards installed in every classroom.

- Classrooms are 'child friendly' with resources labelled clearly.
- Visual timetables are used in all classrooms.

Teaching and Learning

What the school provides

- Early identification is vital and outside agencies can help advise on the provision of intervention strategies.
- The class teacher informs the parents at the earliest opportunity to alert them to concerns and enlist their active help and participation.
- The class teacher and the SENDCo assess and monitor the children's progress in line with existing school practices.
- The SENDCo works closely with all staff to plan an appropriate programme of intervention and support.
- The assessment of children reflects as far as possible their participation in the whole curriculum of the school.
- The class teacher and the SENDCo can break down the assessment into smaller steps in order to aid progress and provide detailed and accurate indicators.
- Children can be screened for dyslexia and dyscalculia and assessed by outside agencies such as IDSS and specialist teachers known to the school.
- Each class has the benefit of at least one Teaching Assistant for at least part of the day.
- Some staff have received First Aid, asthma and Epipen training.
- Some teaching assistants are ELKLAN trained and deliver speech programs.
- Some teaching assistants have been trained by a Speech and Language Therapist in delivering a Listening and Attention workshop and an Auditory Memory and Vocabulary workshop.
- Some staff are trained in delivering Talk Boost, Toe by Toe, The Nuffield Early Language Intervention, Lego Therapy, Emotional Literacy Support (ELSA) and more.
- One Pastoral Support Worker is employed full time and works with children from YR-Y6. She continuously develops her knowledge and skills and attends training regularly.
- When sitting examinations (SATs) children with SEND can be supported 1:1, have timed breaks, be granted additional time subject to meeting set criteria by STA, sit exams in a quiet setting in a small group to aid concentration.
- The school operates a provision map in place for each year group to plan out intervention and support.
- The SEND provision map records the type and duration of the intervention a pupil is receiving, pupils' progress throughout the school and how much progress individuals make following interventions. Our tracking system, OTRACK, also tracks progress and provides data which monitors pupils receiving the Pupil Premium as well as pupils with SEND.
- Termly meetings take place between the Headteacher, the Deputy Head Teacher, the SENDCo and class teachers to track, monitor and discuss pupils' progress.
- The SENDCo monitors the progress of pupils with SEND half termly and

Reviewing and Evaluating Outcomes

What the school provides

- Parents contribute and take part in Annual Reviews and receive copies of all relevant paperwork concerning their child.
- Pupils are also asked to make a contribution to the review when and where appropriate.
- Individual Pupil Plans (IPPs) are reviewed weekly, depending on individual pupil circumstances and monitored by the SENDCo.
- The school operates an *Open Door Policy* with regards to any concerns a parent may have.
- Pupils' progress is monitored throughout the school and Pupils with SEND are monitored also on the Provision Map.

Keeping Children Safe

What the school provides

- The Head Teacher carries out Risk Assessments where necessary.
- Class teachers carry out Risk Assessments when and where appropriate and these are monitored by the Head Teacher.
- If required a handover is carried out by or class teacher or teaching assistant to the appropriate parent/carer.
- At least one teacher supervises each morning playtime break.
- Lunchtime support staff supervise children in the play areas at playtimes and lunch times.
- Teaching staff are available to support within school at all times.
- Each class has at least one teaching assistant.
- Children with an Education Health Care Plan have the correct support provided.
- Further information about bullying can be found on the school website:
http://www.lancasterlane-school.uk.org/assets/Policies%202019/ITEM_11_Anti-bullying_Policy.pdf

Health (including Emotional Health and Wellbeing)

What the school provides

- All medicine is recorded in a medicine book along with details of dosage and frequency and parents sign to grant authorisation to the school to administer

to their child (form 3)

- Care plans are passed on to the relevant Class Teacher and the master copy is kept electronically on CPOMS.
- All support and teaching staff are kept regularly up to date with First Aid Training to ensure staff are familiar with what action to take in the event of an emergency.
- In addition, asthma and EpiPen training has been provided by the School Nurse or other NHS professional to ensure the relevant staff are conversant with the appropriate action or medical procedure required.
- Good links with external professional to ensure the correct advice and support is given.
- Parents of children with asthma meet with the Head Teacher to discuss to discuss their child's care and the management of their child's condition within school.
- School employs a full time Pastoral Support Worker, who provides emotional and well-being support to those children who require it.
- School has excellent links with Golden Hill Inclusion Support Team, who support children with behavioural and emotional Literacy difficulties.
- School employs a Family Support Worker, Angela Braithwaite, who provides fantastic support for both children and families in school and at home.

Communication with Parents

What the school provides

- Information regarding local parent/carer forums
- The website contains details of all staff currently employed by the school.
- The School Prospectus also provides this information.
- The School operates an *Open Door Policy*.
- Children across the school have a 'reading record' diary, which can be used by parents / carers and school staff to record and communicate information.
- Headteacher and / or the Deputy Headteacher stand at the school gate to welcome parents each day.
- Children in Reception, Year 1 and Year 2 are dismissed directly to parents at the end of the school day.
- KS2 children are walked to the playground by their teacher at the end of the school day.
- The school has three Parent Evenings a year to provide opportunities for parents to discuss the progress of their child.
- At the start of every school year, a Parent Information Session is held for parents to get to know their child's new teachers and to find out about the class routines.
- Each class has its own page on the school website which is kept up-to-date.
<http://www.lancasterlane-school.ik.org/classes.html>
- Each subject area of the curriculum has its own page on the school website
<http://www.lancasterlane-school.ik.org/curriculum-pages.html>
- Information is distributed to parents using our paperless method, Parent Mail.
- Parents who have children accessing provision using an Individual Pupil Plan (IPP) are sent termly letters, detailing achievements from that term.
- Class Dojo can also be used as a means of communication, although the preferred method is face to face or telephone.

Working Together

What the school provides

- There is School Council for children from Y1 – Y6. Each child in school has the opportunity to be on the School Council (if they wish) by the time they leave the school in Y6.
- Each class has a weekly Personal, Social and Health Education (PSHE) lessons
- Parents can have their say about their child in Parent Evenings and Annual Reviews (for parents of children accessing an Education Health Care Plan (EHCP)).
- Elections to the Governing Body are held whenever a vacancy arises.
- The school operates an *Open Door Policy*.

What help and support is available for the family?

What the school provides

- The Class Teacher, Head Teacher / Deputy Head Teacher and Family Support Worker can all offer help with forms if this is required.
- The school's website has an area dedicated to parental support and advice: <http://www.lancasterlane-school.uk.org/parents--information.html>
- If a pupil required a travel plan to get their child to and from school this would be dealt with by the SENDCo and Head Teacher / Deputy Head Teacher if required.
- School has an Outreach Worker, Angela Braithwaite, who supports children and families both in school and at home. Angela has excellent links to outside agencies who can provide further support outside of school e.g. Children and Family Well-Being, Homestart and Child and Adolescent Mental Health Services (CAMHS)

Transition to Secondary School

What the school provides

- Lancaster Lane School has close links with its main two feeder secondary schools: Balshaw's CE and Wellfield.
- Each Year pupils visit their forthcoming Secondary School for taster sessions and also Secondary Teachers from the Local Schools visit to help ease the

transition from Year 6 to Year 7.

- Additional sessions are arranged for pupils when and where appropriate.
- The secondary school SENDCo attends the last annual review in the summer term of Year 6 where specific transition plans are made.

Extra Curricular Activities

What the school provides

- Lancaster Lane operates a daily Breakfast Club and After School club available to all pupils and which are situated within the school building.
- There are opportunities for pupils to take part in a weekly lunchtime and daily after school clubs. These are run by school staff and are free to attend.
- The school runs some clubs that are fee paying clubs.
- Parents are sent details via newsletters (Parent Mail) of holiday care clubs run off-site.
- Lancaster Lane is a very nurturing environment. Where appropriate, new children to school are allocated a 'buddy' to look after them.