



# Ryhope Infant School Academy

## Information Sharing Report.

**Review date:** September 2024  
**Next review date:** September 2025  
**Person in charge:** Miss Lumsden SENDCo

**Question 1: Who are the best people to talk to in this school about my child's difficulties with learning/ Special Educational Needs or disability (SEND)?**

### The Class teacher

Responsible for:

- Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (this could be things like targeted work, additional support) and letting the Special Education Needs/Disabilities Coordinator (SENDCo) know as necessary.
- Writing Support Plans, and sharing and reviewing these with parents at least once every term and planning for the next term. Personalised teaching and learning for your child as identified on school's provision map.
- Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND.

### The SENDCo – Miss Lumsden (SENDCO)

Responsible for:

- Developing and reviewing the school's SEND policy
- Coordinating all the support for children with special educational needs or disabilities (SEND)
- Ensuring that you are:
  - i. involved in supporting your child's learning
  - ii. kept informed about the support your child is getting
  - iii. involved in reviewing how they are doing.
- Liaising with all the other people who may be coming into school to help support your child's learning e.g. Speech and Language Therapy, Educational Psychology etc.
- Updating the school's SEND register (a system for ensuring that all the SEND needs of pupils in this school are known) and making sure that records of your child's progress and needs are kept.
- Providing specialist support for teachers and support staff in the school so that they can help children with SEND in the school to achieve the best progress possible.



- Applying for EHCPs and additional funding/grants for children with SEND when appropriate.
- Liaising with other settings (nurseries, Junior schools, special schools) to ensure supportive and effective transition.

### **The Headteacher – Mrs Allen**

Responsible for:

- The day to day management of all aspects of the school, this includes the support for children with SEND.
- The Headteacher will give responsibility to the SENDCos and class teachers, but is still responsible for ensuring that your child's needs are met.
- The Headteacher must make sure that the Governing Body is kept up to date about issues relating to SEND.

### **The SEND Governor – Steven Anderson**

Responsible for:

- Making sure that the necessary support is given for any child who attends the school, who has SEND.
- School contact telephone number **0191 9171910**.