



Ryhope Infant School Academy

Information Sharing Report

Review Date: September 2026

Next Review Date: September 2027

Person in charge: Miss Lumsden (SENDCo)

Question 1

Who are the best people to talk to about my child's difficulties with learning, special educational needs or disabilities (SEND)?

At Ryhope Infant School Academy we believe that parents and carers know their children best and that working in partnership is essential to ensuring that every child receives the right support to learn, develop and thrive.

If you have any concerns about your child's learning, development, progress, behaviour, communication, social or emotional needs, or any other aspect of their education, there are several people who can support you.

Your child's class teacher

Your child's **class teacher should usually be your first point of contact.**

Class teachers are responsible and accountable for the progress and development of every pupil in their class, including pupils who receive additional support from teaching assistants or specialist staff. They know your child well and are responsible for providing high-quality teaching and making appropriate adaptations to meet individual needs.

You can speak to your child's class teacher about:

- any concerns you have about your child's learning, development or progress
- difficulties your child may be experiencing in school
- any changes you have noticed at home which may affect your child's learning or wellbeing

- the support, adaptations and strategies being used in the classroom
- your child's strengths, interests and areas of need
- progress towards agreed outcomes or targets.

The class teacher will work closely with parents and carers, the SENDCo and any other relevant professionals to identify barriers to learning and to plan, implement and review appropriate support.

If you have concerns, please speak to your child's class teacher in the first instance. This can be arranged through the school office or at an appropriate mutually agreed time.

The SENDCo (Special Educational Needs and Disabilities Coordinator)

Our SENDCo is **Miss Lumsden**.

The SENDCo can be contacted via **info@ryhopeinfantschool.org.uk / 0191 9171910 or via class Dojo messaging**.

The SENDCo works with children, families, staff and other professionals to help ensure that pupils with SEND receive appropriate support.

The SENDCo's role includes:

- overseeing the day-to-day implementation of the school's SEND policy
- coordinating provision for children with SEND
- supporting staff to identify and assess pupils who may have SEND
- advising and supporting teachers in meeting individual pupils' needs
- supporting the use of the graduated approach of **Assess, Plan, Do, Review**
- working with parents and carers and ensuring that their views are considered
- liaising with external professionals and agencies where appropriate
- monitoring the effectiveness of SEND provision and the progress of pupils with SEND
- supporting the transition of pupils between classes, settings and stages of education
- advising on the effective deployment of resources and support to meet pupils' needs.

The SENDCo works alongside class teachers. The SENDCo does not replace the class teacher's responsibility for the day-to-day teaching and progress of a child.

You may wish to speak to the SENDCo if:

- you have ongoing concerns about your child's learning or development
- your child is receiving, or may require, SEND Support
- you would like to discuss the support or provision available for your child
- your child's needs are more complex or require involvement from other professionals

- you have questions about the school's SEND procedures or the graduated approach.

The Headteacher

Our Headteacher is **Mrs Allen**.

The Headteacher is responsible for the day-to-day leadership and management of the school, including ensuring that the school's arrangements for supporting pupils with SEND are implemented effectively.

The Headteacher works closely with the SENDCo, staff and governing body to promote an inclusive school where all children are supported to participate, learn and make progress.

Parents and carers may contact the Headteacher if they have concerns which have not been resolved through discussion with the class teacher and/or SENDCo, or if they wish to discuss a wider issue relating to SEND provision or inclusion within the school.

We would always encourage concerns to be raised as early as possible so that we can work together to find a positive solution.

The SEND Governor

Our designated SEND Governor is **Doctor Rachel Leonard**.

The SEND Governor has specific oversight of the school's arrangements for pupils with SEND. They work with the Headteacher, SENDCo and governing body to provide appropriate support and challenge and to help ensure that the school is meeting its statutory duties towards pupils with SEND and disabilities.

The SEND Governor may:

- take an interest in the school's SEND provision and its effectiveness
- receive information about SEND across the school
- monitor how the governing body fulfils its responsibilities for pupils with SEND and disabilities
- support and challenge school leaders in relation to SEND provision and outcomes
- help ensure that the governing body has appropriate oversight of SEND arrangements.

The SEND Governor does **not** normally become involved in individual pupils' cases or make decisions about the provision for individual children. Concerns about an individual child should usually be raised first with the class teacher, SENDCo or Headteacher.

Working together

We are committed to working in partnership with parents and carers. We recognise that parents and carers have valuable knowledge and insight into their child's strengths, needs and experiences.

If you are concerned about your child, please do not wait for a formal meeting or review. We encourage you to contact us as soon as possible so that concerns can be discussed and, where appropriate, support can be put in place, monitored and reviewed.

Our usual approach is:

Class Teacher → SENDCo → Headteacher

However, depending on the nature of your concern, you may be advised to speak directly to another member of staff.

We will always aim to listen carefully, involve parents and carers in decision-making and work collaboratively to secure the best possible outcomes for every child.