



**SEND**  
**INFORMATION REPORT**



Stronger together . . . every child in a great school

**School: Hele's Secondary School**  
**Reviewed: Sept 2023**

**This information report answers some of the most frequently asked questions about the school's provision of children with special educational needs or disabilities.**

**It is reviewed annually or when necessary throughout the year.**

**What does having special educational need or disability mean?**

A child or young person has SEND (Special Educational Needs and Disabilities) if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or a young person has a learning difficulty or disability if they:

- a) have a significantly greater difficulty in learning than the majority of others of the same age; or
- b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

(SEND Code of Practice 2015)

The four broad areas of need are:

- 1) Communication and Interaction
- 2) Cognition and Learning
- 3) Social, Emotional and Mental Health difficulties
- 4) Sensory and / or physical needs

**Special Educational Needs**



### How does Hele's School identify if a child has a special education need?



- A student's achievements and progress are continually assessed throughout the year and subject staff raise concerns should they arise
- Student progress is tracked and children who are not making the expected progress are identified
- After formal interim assessments, Student Progress meetings are held with subject and pastoral middle leaders
- If concerns are raised in one subject area, the SENDCo (special educational needs coordinator) will gather feedback from all the student's subject teachers to identify if there is a common area of difficulty coming through

### What could you do if you think your child has a special education need?

If you have any concerns, we would welcome you to share them with us as soon as you can

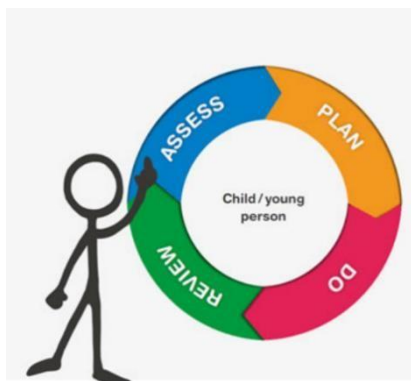
If you would like to talk to a member of staff or make an appointment, then please contact the school office on 01752 337193 or email [byrne@heles.plymouth.sch.uk](mailto:byrne@heles.plymouth.sch.uk)

### At Hele's School, who could you discuss your concerns with?

Form Tutor  
Pastoral Support Manager  
Head of Year  
SEND Administrator  
Deputy SENDCo  
SENDCo

Mrs K. Hewson  
Mrs Gowing  
Mrs Byrne

### How are children with special educational needs or disabilities (SEND) supported?



Within Hele's school we have SEND area that makes up the Supportive Education Department.

We are aware that the range of needs vary from each child, therefore an individual tailored package would be created to meet the needs of a child with SEND.

Students with an Education Health and Care Plan (EHCP) will be supported to achieve the desired outcomes stated in their EHCP. More information on an EHCPs can be found via Plymouth City Council. <https://www.plymouth.gov.uk/>

If appropriate, a Learning Support Assistant (LSA) may be used to assist a student in lessons. Our aim is to encourage independence as students progress through the school to enable them to effectively access adulthood.

Other students with SEND are catered for within their lessons by high quality teaching and when appropriate interventions may be implemented to support a student with SEND further.

We use the Graduated Approach to assess the needs of our pupils and then provide appropriate support. The Graduated Approach follows four stages: Assess, Plan, Do, Review.

We use a portal called Provision Map to monitor and adapt pupil's progress towards their targets. Pupil's targets are reviewed through three cycles per year and provision map is updated accordingly. Parents are invited to share their views as part of this cycle.

EVERY CHILD CAN LEARN



JUST NOT IN THE SAME WAY

Below is a range of support that we put in place within school for students with SEND:

- Homework Club after school
- Reading Intervention
- Spelling Catch-up
- Fresh Start Phonics
- Reciprocal reading
- Tutor reading programme
- Student support base
- Staffed rooms at break time
- Enhanced home/school communication
- Literacy Intervention
- Enhanced transition from primary school
- Help with transitions from year to year
- Enhanced transition to Post 16 education
- Adapted equipment for students where needed
- First aiders
- The classrooms and school environment are continually assessed to meet student's needs
- The SEND governor at Hele's School meets with the SENDCo throughout the year to discuss the schools SEND provision

How does Hele's School involve others in meeting the needs of pupils with SEND and support their families?

### For students:

- Careers South West
- Educational Psychologist
- Communication Interaction Team
- Educational Welfare Officer
- Child and Adolescent Mental Health Service
- Occupational Therapist
- Counsellor
- Harbour
- Speech and Language Therapist
- Outreach
- Visual Impairment services
- Hearing Impairment services
- ACE – Health and Welfare
- Multi-agency Support Plans



### For families:

Plymouth Information Advice service (PIAS) <https://www.plymouthias.org.uk/> is an independent and impartial organisation who can support parents with Statutory Assessments, preparing for and attending meetings and accompanying them on school visits. They are also able to support parents to reach agreement when issues are faced at school. For Devon children, the Devon Information and Advice service (DIAS) <https://devonias.org.uk/> offers easily accessible information and advice in a similar way to PIAS.

The Plymouth Online Directory (POD) <https://www.plymouthonlinedirectory.com/> has an Early Help Assessment Tool (EHAT). Early Help means taking action to support a child, young person or their family early in the life of a problem, as soon as it emerges. It can be required at any stage in a child's life from pre-birth to adulthood and applies to any problem or need that the family cannot deal with or meet on their own. The Early Help Assessment Tool (EHAT) is an assessment for multiagency support.

For more information see Plymouth's Local offer:

<https://www.plymouthonlinedirectory.com/plymouthlocaloffer>

How are pupils at Hele's School supported to share their views?

- All pupils and parents are encouraged to communicate regularly with the school via phone or email
- The SENDCo and Deputy SENDCo will ensure that communication is regular
- Where appropriate the SENDCo and Deputy SENDCo will join Heads of Year for meetings involving pupils with SEND
- For students with EHC plans, reviews are held and are carried out as person centred planning meetings
- Students on the SEND register will have a learning plan that they can review and amend. The learning plan is shared with all staff to ensure purposeful strategies are used to support students in the classroom
- The SEND base is open break and lunchtimes for informal chats

How are pupils with SEND and their families supported when they join or leave Hele's School.

We recognise that transitions can be difficult for a young person with SEND and take steps to ensure that any transition is as smooth as possible. The supportive education team are actively involved in all areas of transition across phases of education, ensuring the support is available for students who require it at key points in their education.

As children approach transition points, we will help their children and their families with more detailed planning, through enhanced transition workshops and visits.

Where can I find further information about Hele's School's approach to supporting children with SEND.

Link to SEND policy ([website](#))  
Link to accessibility policy ([website](#))

What training or specialist expertise have any of the staff at Hele's School had?

Hele's School places great value in the professional development of all staff. All staff receive a comprehensive induction to working at the school and SEND training is part of this staff development. The SENDCo works closely with the Senior Leadership Team to ensure that a range of training opportunities are available to both teaching and support staff throughout the year. This training is adapted to ensure that it addresses the needs of current students.

Where can I go for further support or advice?

Parent Information Advice service (PIAS) <https://www.plymouthias.org.uk/> is an independent and impartial organisation who can support parents with Statutory Assessments, preparing for and attending meetings and accompanying them on school visits. They are also able to support parents to reach agreement when issues are faced at school.

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As a school we have regular planning meetings to discuss whether a multi-agency approach is appropriate

How can I find out more information about Plymouth's local offer for children with SEN and their families?

For more information see Plymouth's Local offer:  
<https://www.plymouthonlinedirectory.com/plymouthlocaloffer>

What can I do if I am not happy with the school's provision? How can I share my concerns?

- Subject teacher or form tutor is the first point of contact
- The SENDCo can be contacted via phone or email
- Any formal complaints should be made through the Complaints Procedure (on school website)

**Many thanks to Ms Mitchell (parent) for her input (Oct 2023)**