

# HIGHCLARE SCHOOL

## POLICY FOR LEARNING SUPPORT

### A. Introduction

Highclare School will provide additional support for those pupils who are identified as requiring such assistance in the curriculum. Support may be required for academic, behavioural, pastoral, linguistic and medical needs. More details of procedures are to be found in the 'Learning Support Handbook' and 'Information for Parents' (provided if appropriate).

The Learning Support Co-ordinators are:

Mrs K Johnson (Head of Department)	Senior School - Key Stages 3, 4 & 5
Mrs J Clarke	Junior School - Key Stages 1 and 2
Mrs S Gething (Woodfield)	EYFS
Mrs M Craddock (St Paul's)	EYFS

### B. Aims and Objectives

The aims of the policy are:

1. To identify and assess pupils requiring support.
2. To provide support for these pupils.
3. To formulate Individual Education Plans (I.E.P.s) for identified pupils, with specific targets outlined.
4. To review the support provided for pupils.
5. To liaise with parents, teachers, Heads of Departments, Pastoral and Academic Heads and other agencies where necessary.
6. To identify the roles and responsibilities of staff in the Learning Support Department.
7. To maintain a register\audit of pupils requiring support.
8. To support and advise departments and teachers in school with regards to resources, pupils, schemes of work etc.

### C. Identification

Pupils may be referred to the Learning Support Department from a variety of sources: teachers, form tutor, personal tutor or following information from a previous school, following blanket testing, diagnostic tests, individual interviews, data tracking and lesson observations.

The Learning Support Department follows the national Code Of Practice and implements its recommendations for students needing additional support.

Pupils with a Statement of Educational Needs (SEN) will automatically be put on the Learning Support Register and other pupils with learning difficulties or disabilities (LDD) will be identified as School Action (S.A) or School Action Plus (SA+). All of these pupils will have an I.E.P.

Some pupils will receive group support, others one-to-one and support may be daily, weekly, half termly, depending on the individual's needs.

### D. Education Provision

1. Learning Support will include pupils with English as an Additional Language (EAL) and the co-ordinator will liaise with the Gifted and Talented co-ordinator regarding the provision and identification of Gifted and Talented pupils.
2. Different strategies for teaching will be required for some pupils on the Learning Support Register.
3. Pupils' learning styles will need to be taken into account when providing additional support.
4. Regular reviewing and monitoring of the provision for pupils on the Learning Support Register will take place. The statutory requirements and procedures for Annual Reviews of pupils with a Statement of Educational needs will be fully complied with.
5. Access arrangements and concessions in examinations for identified pupils will be made by the Head of Learning Support in liaison with the school's Examination Officer.
6. Learning Support will make appropriate provision for pupils who require additional support when taking part in school trips and will liaise with the school's Health and Safety representative when carrying out any necessary risk assessments.

Written by:	Confirmed by:	Amendments made:	Review Date:
KJ/September 2009	MV/October 2009	July 2011(KJ)	July 2012