



SEN and Disability Local Offer
School Name: Shuttleworth College
School Number: 12110

What the school provides

- Shuttleworth College is a mainstream secondary school which opened in 2008 and was built to accommodate more than the current number of students which is 1150.
- The buildings are spread over three floors and all parts of the building are accessible and there is a lift is available for those with physical needs and also used by staff. There are five stair cases, at busy times, staff supervise the circulation and movement of students.
- There are five designated accessible parking spaces near the front entrance and any emergency vehicles have easy access to the front of the building.
- The auditory environment was designed with the building and includes a loop system.
- Classrooms are carpeted and have window blinds. Some classroom windows are fitted with specialist film to remove UV glare.
- There is one pupil, and two staff toilets with disabled access and a medical room with hand washing facilities, a chair, and lockable storage area.
- The College has a shower and change facility found on the ground floor which is accessible for students.
- Policies are available in a print format from school and from the website. All policies can be downloaded and adapted as necessary.
- The College has some height adjustable tables and adjustable height chairs. In the Food Technology area there is a height adjustable workstation and low level sink.
- There are some adjustable benches in the science labs which also have flexible furniture.
- The College has equipment such as an emergency wheelchair, a sling for emergency exits, some PE equipment, visualisers and personal items as required.

Reviewing and Evaluating Outcomes

What the school provides

- All EHCPs are reviewed on an annual basis.
- Reviews are carried out in line with statutory guidance.
- Advice is provided by the school, external agencies, the pupil and the parent/carer. Documentation is shared in advance, and meetings held at mutually agreed times. Summary advice is sent to the LEA, the parent/carer and school. All reviews are 'Pupil-Centred'.
- Progress of all pupils with SEND support is monitored termly by the SENDCo in line with school assessment procedures. Internal tracking systems are used to highlight progress of individuals as well as identified groups. Parents are encouraged to meet with a member of the SEND team during parents' consultations evenings, where provision is discussed and reviewed for students with SEND but without an EHCP.
- Progress data is shared with parents twice each year, in written format as well as face to face at parent's evenings.
- The SEND team operates an 'open door' policy and the school is committed to a working partnership with all parents.
- The effectiveness of our provision is measured by the progress that individuals and groups of pupils make over time. The school is required to measure progress using nationally agreed standards and criteria, as well as progress in individual social, emotional or behavioural targets.
- Line management meetings are held weekly to discuss issues arising and to quality assure the implementation of whole school and SEND policy.

Health (including Emotional Health and Wellbeing)

What the school provides

- Where a pupil requires medication it is routinely administered by our medical officer with parental written consent.
- All medication is kept in a locked cabinet in the medical office. For the safety of all the community, pupils are not allowed to carry medicines in school. The locked cupboard is clearly labelled and designated staff have access to the key.
- Medications in the cupboard are all clearly labelled to identify the student it belongs to. Names are checked carefully and instructions read before a record of any administration is noted.
- Instructions for administration are kept with the medication/ Individual Health Care Plan.
- All medication is checked regularly for expiry dates, and parents contacted to replace if necessary.
- Some rescue medications are required to be kept refrigerated. These are kept in a clearly marked area of the refrigerator.
- An Individual Health Care Plan is drawn up in conjunction with the parents, child and medical professional. The school nurse does a home visit and a meeting is called in school where the plan is agreed and signed by responsible staff. The Headteacher agrees all Care Plans personally.
- Individual Health Care Plans are held centrally in Teacher area of the school network. They are reviewed by the School Nurse and medical off at least annually or if circumstances change.
- All Staff are briefed by the medical officer regularly about students with medical needs. Additional training for staff or first aiders is arranged via the medical officer, school nurse, or specialist nurse practitioners.

- In the event of a medical emergency, the member of staff is instructed to contact a first aider using the internal 'on call' email, the first aider will make the decision regarding treatment on the spot, or whether to call for an ambulance. In the event of a serious incident an ambulance is called immediately, along with the emergency contact adult.
- There are regular visits from the school nurse, who has drop in sessions, and visits from other outside agencies.
- The college has a nurturing ethos which permeates all lessons and staff student interactions. Students identified with more complex SEMH may be given bespoke nurture provision.

Keeping Children Safe

What the school provides

- The school site is risk assessed annually by the site manager.
- If appropriate, a full risk assessment is made (with help of SEND Services where appropriate) and stored within the student passport or shared with staff through a briefing. This is subject to regular review and/or when need changes.
- Main reception area at front of school is a safe place for identified pupils to be dropped off or picked up by a responsible adult. Pupils are released to adult subject to safeguarding procedures having been carried out. Access for parents onto the school site is restricted at the start and end of the school day unless by special arrangement.
- The Nurture Room and Foundation areas provide a safe-haven and supervised support for pupils before school, at break and lunchtimes.
- All school trips are processed through "evolve" system and risk assessments are attached to forms, checked by EVC and delivered by group leaders/responsible staff. A first aid trained member of staff will be present on all school trips where a risk has been identified.
- School policy on safeguarding is clear. It is inclusive and comprehensive and specifies additional requirements for pupils with SEND.
- A considerable proportion of the staff are first aid trained. This accreditation is renewed every 3 years.
- The school's anti-bullying policy is available by a direct link on the school website and hard copies are available on request.
- Pupils with significant hearing, visual or physical impairments have a Personal Emergency Evacuation Plan which is reviewed annually in consultation with parents.

Communication with Parents

What the school provides

- Progress data and reports are shared with parents twice a year.
- Updates are made to parents on progress and outcomes through the whole college report, Heads of Year and where needed face-to-face meetings. Parents are invited to contribute to all reviews of progress.

- The SENCO is available at each parents evening.
- The College has a Facebook, Twitter and the Shuttleworth App account which provides recent and relevant information for students and parents to access.

What Help and Support is available for the Family?

What the school provides

- Our staffing structure has a non-teaching Head of Year for each year group, who is readily available to offer advice to families that is bespoke to them.
- Our nurturing ethos ensures that we strive to consider the whole family when planning support.
- The College regularly works with a range of specialist external services on case work and SEND strategy.
- Specialist nurses and agencies are able to provide advice and strategies for teaching students with SEND and medical conditions, this may also include advice to families.
- We encourage families to engage SEND IASS.

Working Together

What the school provides

- Within the SEND team, staff have a range of specialist skills. These include expertise in ASC, VI, HI, Social Skills training, Mentoring and Coaching, Boxall Profiling and Literacy and Numeracy catch up.
- Updates are made available to staff, by the SEND Year Leads through both the Personalised Provision Plans and emails.
- External training is available to support the staff.
- Some members of the SEND team have first aid training.
- Heads of Year work closely with the SEND team in supporting individual students.
- School works within the examination board guidelines to put into place access arrangements that are appropriate and meet the needs of the individual student. Students can be assessed for extra time, reader, scribe, practical assistance, use of a laptop/tablet, rest breaks and/or read aloud.
- Teaching and non-teaching staff engage in either appraisal or Annual Professional Review.
 - The College regularly works with the ACORN psychology service on case work and SEND strategy.

- Specialist nurses and agencies are able to provide advice and strategies for teaching students with SEND and medical conditions.
- Other external agencies we work with are: ELCAS, We Are With You, Young Peoples Services, Children's Social Care, Counselling services (Freeflow) Young Carers (Banardos) Police early intervention, Brook Advisory and Pendleside Hospice (bereavement counselling).
- Where it is necessary, the college works closely with The Alternative School, The Heights, Coal Clough Academy, Burnley College and other local businesses to help support identified students.
- There are a small number of students who access courses which are on offer from external providers. These lead to Key Stage 4 Vocational Qualifications.
- Through the Alternative Curriculum Co-coordinator, progress, behaviour and engagement are monitored half termly. Attendance concerns are shared immediately.

Transition from Primary School and School leavers

What the school provides

Year 5/6

- SENCO arranges meetings with parents and students with SEND, usually in the Summer Term of Year 6.
- Transition visits start in the Summer Term; this is usually a week of activities in College.
- Individuals and small groups of students are given increasing access to the school via pre-arranged visits.
- Summer school is available to all students. This will be one week of activities suitable for all in College.
- Enrichment activities take place weekly in the Spring and Summer Term. All year 6 students are invited to take part in a wide range of activities.
- A transition evening is held in the first term of Year 7 for students and parents/carers.

Post 16

- The SENCO works closely with students, parents and post 16 providers to ensure a smooth transition to Post 16 provision.
- CIAG is built into the curriculum for all years.
- All students with complex SEND have an annual CIAG interview to ensure next steps are meaningful.
- Every child in Year 10 has the opportunity to access a 5-day programme of CIAG.

Extra Curricular Activities

What the school provides

- We offer a nurture breakfast, break and lunch club, as well as a safe haven for students to use free of charge. This forum provides opportunities for friendships to flourish
- There is a range of extra-curricular activities available to all students, the activities include, sport, music and drama. The timetable is regularly updated on the basis of student voice.
- Some trips and visits are subject to a voluntary contribution from parents/carers. A small fund is available to cover essential curriculum visits, in cases of hardship.
- Where places are oversubscribed, parents will be informed as to how places will be allocated.
- All clubs, trips and activities are fully inclusive, but it may be appropriate to complete a risk assessment.
- There are musical instrument lessons available for a charge.