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## SENCO Policy

At the Annex School the role of the SENCO (Special Needs Co-ordinator) is undertaken by a qualified Teacher who also assumes the role of a classroom Teacher/Assessor and who also has done intermittent work in the capacity of a Senior Care Worker. This role also covers the title role of 'Designated Teacher' (DT).

The SENCO seeks to work in close liaisons with all teaching staff, pupils, Key Workers, Care Management and The Head Teacher. At the Annex School the SENCO specifically seeks to gain good house-school communication and ensure there is a friendly bond and family orientated feel between the two environments.

### Personalised Approach

At the Annex School the SENCO will strive to achieve a sense of enjoyment in learning which is very important given the often depressed and unmotivated nature of the pupils. One of the key roles of the SENCO is to establish a personalized learning approach within the school and this is chiefly achieved via the use of personalized visual timetables for each pupil. At the Annex School extra borough funds (Pupil Premium, PEA, Post 16 allocation) are sought to enhance activities which seek to incentivise attendance. These activities involve the creation of extra personal tuition concerning sports and arts activities such as Boxing, Golf lessons, Ice Skating, Ski-ing, Horse Riding, Football Training, Basketball training, visiting artist sessions and Music practice. These are directed towards Experiential Learning projects and are underpinned around pupils individual targets. This helps to enable educational engagement.

### Therapeutic Environment

The Annex School also seeks to address the Therapeutic ethos emphasized within J & R Care. Therapies are provided throughout the curriculum in the form of Psycho-Therapy, Speech & Language Therapy and Drugs sessional work and the SENCO will liaise with these agencies (this can be recognized as a form of 'Early Help'). A high degree of emphasis is also placed on School/House after school meetings with the pupils and care workers who are on shift. At the end of every week the SENCO will convey individual progress and reward points worked out with the School Captain and outline homework expectations for the weekend and outline which pupils have achieved full attendance in order to receive House rewards. The SENCO will also ensure that all key events are highlighted in advance on the online Clear-care system. The SENCO will seek to

oversee the running of lessons involving outside agency staff such as Music, PE, Sport and Therapies.

### Pupil Tracking

Pupil tracking is taken very seriously at The Annex School. Each pupil's lessons are meticulously tracked in terms of behavioral targets. These data along with further academic target outcomes are collated each term via a digital tracking system which allows for progression to be precisely monitored and critically analysed. The SENCO also ensures that Individual Risk Assessments are maintained. The SENCO also conducts SDQ's and Learning Style reviews and checks UPN and ULN are up to date. The SENCO will also liaise with borough Welfare Tracking Officers regarding regular feedback of school data.

### Meetings

The SENCO is responsible for conducting all PEP meetings and college reviews, constructing up to date IEP's with pupils and staff and informing LAC reviews. The SENCO also is responsible for Statement Reviews and the transition of Statements to ECHP documents. This involves constant termly reviewing of pupils targets. The SENCO is also responsible for collating school points charting them on a visual rocket chart, disseminating them at House Meetings and issuing regular Voucher rewards. The SENCO also ensures that Homework is issued at these meetings and returned the following week and reports to the Senior staff at the end of the week with relations to full school attendance rewards.

### Other Matters

The SENCO is responsible for overseeing older pupils Careers matters (see Careers Policy). This involves setting up blocks of Work Experience and involvement in College matters with regards to interviews and trial days. This will also involve liaising with college over the conduct and progress of students in Year 12 and 13. The SENCO also attends regularly SEN update meetings held by various boroughs and attending celebrating success events which champion our pupils.

The SENCO also co-ordinates Pencil case inspections and school uniform provision. The SENCO also co-ordinates start of term dissemination of information alongside the Head Teacher. The SENCO also co-ordinates pupil voice/views evidence. The SENCO also organises school rules posters and dissemination of personalized Time-Tables around the school and the house.

The SENCO also co-ordinates School Trips and events including Sports Day and The Christmas Party and the SENCO will also ensure the school takes part in pupil birthday celebrations as an add element within the house and to endeavor to instill a nurturing sense of family and belonging.

Regarding filling of all information this is put into the school Drive on top of the desktop, it is also placed in the company portal and also filed as paper copies within the school. Much of this is disseminated to professionals at meetings or to school pupils when appropriate.

The SENCO should liaise closely with the Head Teacher and Safeguarding Lead.