



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 lesser title role of 'Designated Teacher' (DT).

The SENCO seeks to work in close liaisons with all teaching staff, students, 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 students. 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 student. 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 and at The Annex School we particularly concentrate on promoting sports and arts activities. such as Boxing, Golf lessons, Ice Skating, Ski-ing, Horse Riding, Football Training, Basketball training, visiting artist sessions, Music practice and Drama are chiefly promoted. These are directed towards Experiential Learning projects for ASDAN and are underpinned around students individual targets and needs. This helps to enable educational engagement and enthusiasm.

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 termly individual tutorials and 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 students have achieved full attendance (in order to receive House rewards). The SENCO will seek to oversee the guidance of lessons involving outside agency staff such as Music, PE, Sport, Computing and Therapies. The SENCO will also co-ordinate

term championship events and produce a display a presentation board of these. These include' School points champion and educational games such as Scrabble.

Student Tracking

Student tracking is taken very seriously at The Annex School. Each student'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 through summaries and graphs. The SENCO will also conduct screening tools such as SDQ's / Learning Style reviews/Reading & Spelling levels 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 on attendance and attainment.

Meetings

The SENCO is responsible for conducting all PEP meetings and college reviews, regularly constructing up to date IEP's, liaising with Keyworkers and informing LAC reviews as well as working alongside other teaching staff in a collegial approach. The SENCO is also responsible for ECHP documents reviews. 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 and future pathway plans. 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 student 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, sponsored events, celebration Party events and Monday lunchtime games club. The SENCO will also ensure the school takes part in pupil birthday celebrations as an added element within the house and to endeavor to instill a nurturing sense of family and belonging. At the start of each term a Special Assembly is conducted to overview the term and pupil are expected to utalsie dairies and be aware of future themes and school timeframes.

Regarding filling of all information this is put into the school Cloud Drive, as well as filed as paper copies within the school. Up to date copies of ECHP, PEP's and IEP's are also passed over to the house secretary for house records enabling an up to date joined-up arrangement between the house and the school particularly with regard to L.A.C Reviews; this information is disseminated to professionals and students when appropriate. The SENCO will also regularly update the company 'Clear-Care' calendar portal to inform all of events and the comings and goings of visiting staff to the school. The SENCO also helps to update the school website. The SENCO will also co-ordinate case studies of previous successful students.

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