

Information and Guidance:

Who should I contact to discuss the concerns or needs of my child?

Class teacher

Special Educational
Needs Coordinator

(SENCO)

Mrs Burns

Email: b.burns@st-
josephs.bromley.sch.uk

Head teacher:

Mrs Grange

SEND Governor:

Mrs McConnell

Contact via school
office

The class teacher is responsible for:

- Adapting and refining the curriculum to respond to strengths and needs of all pupils.
- Checking on the progress of your child and identifying, planning and delivery of any additional support.
- Contributing to devising personalised learning plans to prioritise and focus on the next steps required for your child to improve learning.
- Applying the school's SEN policy.

If you have concerns about your child you should speak to your child's class teacher first. You may then be directed to the SENCO.

Mrs Burns is responsible for

- Coordinating provision for children with SEN and developing the school's SEND policy
- Ensuring that parents are:
 - Involved in supporting their child's learning and access
 - Kept informed about the range and level of support offered to their child
 - Included in reviewing how their child is doing
 - Consulted about planning successful movement (transition) to a new class or school
 - Liaising with a range of agencies outside of school who can offer advice and support to help pupils overcome any difficulties
 - Providing specialist advice and facilitating training to ensure that all staff are skilled and confident about meeting a range of needs.

- She is responsible for:
- The day to day management of all aspects of the school, including the provision made for pupils with SEND

She is responsible for:

- Supporting school to evaluate and develop quality and impact of provision for pupils with SEND across the school.