



**Education
Partnership
Trust**

Creating outstanding schools
which transform learning, lives
and communities



Document Control

This document has been approved for operation within:	Coal Clough Academy
--	---------------------

Date effective from	April 2021
Date of next review	September 2021
Review period	Annual
Status	Statutory - School
Owner	Local Governing Body
Version	1

Contents

Accessibility and Inclusion

Teaching and Learning	4
Reviewing and Evaluating Outcomes	5
Keeping Children Safe	6
Health (including Emotional Health and Wellbeing)	7
Communication with Parents	8
Working Together	8
Help and Support for the Family	9
Transition from other schools and School Leavers	10
Extra Curricular Activities	10

Accessibility and Inclusion - What does Coal Clough Academy provide?

- | |
|---|
| <ul style="list-style-type: none">● There is 1 designated accessible parking spaces near the front entrance. Any emergency vehicles have easy access to the front of the building.● Classrooms are carpeted and have window blinds.● There is one toilet with disabled access.● Policies are available in a print format from school and from the website. All policies can be |
|---|

downloaded and adapted as necessary.

- The school has a Twitter account and Facebook Page which provides recent and relevant information for students and parents to access.
- The school uses the WEDUC app to communicate updates with parents as system to
- The school has a number of accessible minibuses for all pupils.
- Specialist resources are available for students who require them.

Teaching and Learning - What does Coal Clough Academy provide?

- Students with SEND are usually identified in the admissions process. All are assessed using standardised reading, spelling and numeracy tests on entry. Updates are made termly or more frequently if indicated. The school will refer to external agencies for assessment or diagnosis as appropriate following consultation with parents/ carers.
- The school makes a “Core Offer” of support for students with SEND who are supported by the all teachers but predominantly through the SEND Team and support staff (TAs) in and out of the class-room in the LINK (SEND Room), through small group or 1:1 working according to need, whilst additional external specialists including EPs – Waite Psychology, specialist teachers – LA and Independent, support students as required, along with the other professionals. Such as ELCAS and Speech and Language Therapists (SALT).
- Classroom based support is available through a team of experienced Teaching Assistants. It is provided principally for the core curriculum and subjects with a high level of language content for the majority of SEND students, though some students receive higher levels of support and personalised timetables are put in place if required.
- All students are encouraged to be active learners, fully involved within the school community and supported to become as independent as possible.
- Subject based intervention is usually provided by subject specialist staff. Intervention can take place before, during or after the school day.
- Literacy intervention is available through timetabled lessons and activities, and is a priority of the school designed to promote independent learning and curriculum access.
- Intensive therapeutic intervention takes place with some students in the school’s Therapeutic Intervention Th. Inc Room led by our trained Therapy Lead.
- Students requiring support with development of motor-skills also receive additional support and in some cases support for hand- writing, touch-typing and fine motor co-ordination. This is supported by the use of laptops which are available.
- Other in-house interventions are available to students when we feel necessary, such as: English and Mathematics Catch up, Handwriting, Social Skills groups SEMH and emotional regulation.
- Specialist nurses including those from ELCAS are able to provide advice and strategies for all students including those with SEND and medical conditions.
- Our Careers Officer provides impartial advice and guidance to students and external support is provided by New Directions
- Every child in KS4 has the opportunity to access work experience.
- There is a small number of students who access courses which are on offer from external providers. These lead to Key Stage 4 Vocational Qualifications.
- Additional interventions focusing on areas of Social, Emotional and Mental Health to develop confidence, team work/social skills, self esteem and resilience are supported and put in place a by a number of external professionals including Burnley Youth Theatre,

Burnley Football Club and Therapy Dogs/Gardening Group.

- Drop Days take place throughout the year focusing on areas such as PSHE, Sexual Health and Criminal Exploitation. They are supported by external agencies and all students are encouraged to take part in the sessions.
- As part of the whole school programme CPD is on-going for teaching staff and TA's on relevant SEND issues and additional needs. Staff also have access to a more tailored programme.
- Updates are made available to staff, by the SEND Lead, via staff briefings, Google Drive or face to face meetings.
- External training is available to support the staff and the school runs a number of SEND related CPD sessions throughout the year for all staff.
- The SEND Team and Pastoral Assistant Headteacher meet each week to discuss individual students who are giving cause for concern in any way and discussions take place regarding the provision of additional support which can then be put into place.
- Special/Access Arrangements are in place for all tests and assessments as appropriate and eligible students are entitled to a range of modifications in external examinations including additional time, readers etc.
- Some members of the SEND Team have first aid training and some are qualified to drive the accessible minibuses.
- All staff engage in appraisal annually
- Updates are made to parents on progress and outcomes through the termly report. Parents are invited to contribute to all reviews of progress during parent consultation days which take place three times a year.
- There is a Communication panel day every half term to discuss provision for the dual rolled students / stakeholders.

Reviewing and Evaluating Outcomes – What does Coal Clough Academy provide?

- When an EHCP is issued to a student they may move to an appropriate specialist provision, return to their mainstream or remain at Coal Cough
- Review meetings for students with EHCPs take place according to Statutory Guidelines in college. All EHCP's are reviewed on an annual basis. These are convened at any time if this is felt to be necessary. The meetings are arranged to fit in with parents as far as possible and not necessarily held in college if this is a particular problem. Summary advice is sent to the LEA, the parent/carer and school. Students are always encouraged to participate in their meeting.
- Progress of all students with SEN support needs is monitored with internal tracking systems in line with school assessment procedures and interventions taking place. Internal tracking systems are used to highlight progress of individuals as well as identified groups. This is shared with parents 3 times per year
- The SEND Lead is available to discuss individual students at any point, usually by appointment, to ensure privacy and confidentiality. Parents are encouraged to evaluate and discuss the Interventions and support provided by the college.
- Evaluation of provision is done through the SEND Team Meetings, Review meetings, TA tracking, whole college tracking, progress on standardised testing.
- Student voice is gained upon the arrival of the student through the completion of a One Page Profile and through interview with key staff as appropriate.
- The effectiveness of our provision is measured in the progress of individuals and groups of students based upon curriculum targets and personalised targets that are set throughout the year.
- Targets are written in conjunction with the students and supported by form tutors.

- Individual targets are monitored by teaching and support staff TAs working with the students in the classroom and the SEND Lead who reports to the Headteacher and Governing Body Governing Body.
- A number of additional assessments can be administered within the Inclusion Faculty to inform practice and highlight areas of difficulty to maximise support for students.

Keeping Children Safe – What does Coal Clough Academy provide?

- All college policies, including guidance and procedures relating to Safeguarding are readily accessible through the college web-site. All college policies are inclusive and comprehensive, specifying additional requirements for SEND students.
- There are 7 members of staff trained as DSLs and training is undertaken every two years.
- There are 5 Mental Health First Aid trained staff.
- There are procedures for intruders and visitors in school.
- All statutory risk assessments are in place including those relating to premises and grounds, educational visits and those which are subject specific, such as Science and PE. Those relating to individual students are completed by the Senior DSL in conjunction with key professionals if necessary and reviewed on a regular basis depending on the needs of the students and if concerns arise.
- Transition Arrangements also identify any particular requirement for risk assessment. The SENDCO is involved in induction.
Access to the building is available from 8.30am for students, where a breakfast club service is available.
- The LINK (SEND Support Room) and quiet rooms are available as safe-haven for students at break and lunchtimes and are supervised by staff
- After school activities are available to students including the Go Kart club, art
- 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.
- The school’s anti-bullying policy is available by a direct link on the school website and hard copies are available on request. Staff and Students are regularly updated through assemblies, including cyber- bullying.
- The Attendance Officer makes daily home visits to hard to reach families/students to engage them in Coal Clough and offer support.
- Keep well gift bags are provided to students each half term for families to feel supported and allow face to face contact to be made with pupils.
- Food parcels are also provided for families in need for students to have a well balanced diet particularly during lock down periods of COVID.

Health (including Emotional Health and Wellbeing) – What does Coal Clough Academy provide?

- Medication is routinely administered by trained First Aiders but in emergencies may be authorised by designated members of staff.
- All medication is kept under lock and key in a central place in the school office. For the safety of all the community, students are not allowed to carry medicines in school. The locked drawer is clearly labelled and designated staff has access to the key.
- Medications in the drawer 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/ 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.
- A Care Plan is drawn up in conjunction between the parents, child and medical professional. The school nurse does a home visit and a meeting is called in school when the plan is agreed and signed by responsible staff.
- Care Plans are held centrally in the student support office. They are reviewed by the School Nurse at least annually or if circumstances change.
- Staff are briefed by the school nurse regularly about students with medical needs. Additional training for staff or first aiders is arranged via the school nurse, or specialist nurse practitioners.
- Any specialised medical issues are available to all staff on SIMS.
- Advice and guidance to staff regarding a medical emergency is in the staff handbook.
- An EP is available to provide advice and undertake assessments through Waite Psychology or the Local Authority.
- The school works LA Traded Services Team Specialist Teachers
- The college has a strong commitment to the Mental Health and well-being of all students and has access to support from an ELCAS Link Worker. XXXX have completed “Mental Health First Aid Training” who can support students when the need arises
- In school, there is targeted provision from trained staff for students in all years through The Link and Th.Inc Rooms to deal with short term requirements/additional needs associated with SEMH.

Communication with Parents – What does Coal Clough Academy provide?

- The school website provides contact emails and a number for all general enquiries. Full details on how to contact staff, and which member of staff is the most appropriate contact is given on the website. We encourage parents and carers to contact the pastoral team in the first instance of any concern.
- The WEDUC App is available to download and for parents to communicate with school/staff.
- Information is also made available to parents via Twitter and Face Book as well as a text system when needed.
- At the admissions meeting for newcomers to the school, key staff members are introduced to parents and pupils staff following detailed discussions with staff from the referring school and/or the LA. Any special needs are discussed at that time and appropriate support put into place, following further assessments.
- Interim assessment is formally reported to parents at regular intervals throughout the school year. Additional contact is expected and routinely made if there is an area for concern or celebration.
- Feed-back from all parents of students attending the college is welcomed and actively sought through a questionnaire at each parent consultation day and at various additional information meetings. The college web-site also has the facility for feed-back from parents, friends and our students themselves.
- Parents of students with EHCPs/Statements are encouraged and supported to complete their advices for the Annual Review.
- The Attendance Officer makes daily home visits to hard to reach families/students to engage them in Coal Clough and offer support.

Working Together – What does Coal Clough Academy provide?

- The school has an active student voice and feedback discussions/suggestions are made through an active form time
- The school appoints a Head girl/boy and Deputies through a rigorous application process.
- Students are involved in active citizenship programmes.
- Staff appointments involve a student panel which meets with candidates, asks prepared questions and feeds back information to the appointments panel.
- Parents and pupils are encouraged to complete feedback information sheets and questionnaires after visits to school, parent consultation days as well as web site feedback, Twitter and Facebook as well as through the WEDUC App.
- Students with additional needs and SEN are able to make their views known in the student's feedback in Annual Reviews, as do parents and carers.
- There is open door access to the Headteacher.
- The school has links with a number of external agencies who regular visit the school and can be referred to when needed such as Children's Social Care, Children Families and Wellbeing Service, ELCAS to name but a few.
- Parents are made welcome at various coffee mornings, usually held to support charities chosen and the event subsequently organised, by the students themselves.
- The Governors delegate responsibility for the day-to day management of SEND to the SENCO and Senior Leadership Team. Governors remain fully informed of updates and reports provided termly.
- During the induction of new students Home/College contracts are signed by parents, children and college staff, intended as a further support for students.

Help and Support for the Family - What does Coal Clough provide?

- The school website, Twitter account and Face Book Page clearly signposts where support can be found. Information is also provided by the Designated Safeguarding lead and Attendance Officer prior to and for school holiday closures
- The careers officer ensures that impartial careers advice and guidance is delivered to students. A wide range of external agencies and colleges are invited into school to assist in this delivery. Vulnerable pupils receive one-to-one advice and guidance.
- Students are given support in completing application forms.
- If parents require support in the completion of paperwork, this is normally undertaken by key staff and or the SENCO on request, though college will make an offer of support and will direct parents to LA support if necessary. Parents very frequently approach the college for support and are sign-posted to advice as appropriate, be it to access ELCAS, their GP, Bereavement counselling for their child, the School Nurse, Teenage Health Teams or other agencies who work closely with the college, including the PCSOs/The Police, Children and Families Wellbeing Services, Young Addaction, ASD and ADHD NW.
- Parents may be guided towards receiving support from these early intervention agencies through completion of a CAF and then through a TAF meeting.
- Parents whose first language is not English are also welcomed by the college. Children new to English can receive EAL support and the college can access interpreters in a variety of languages through the LA at the present time.
- Working in partnership with the LA Travel Unit, we support the information received by parents concerning travel plans.
- Some students are provided with taxi transport to and from school by the LA. A Passenger Assistant is not always provided. The Deputy Head, Attendance Officer and administration staff keep in close touch with LA staff who co-ordinate the transport regarding holiday dates and school closures rather than with the individual drivers.

Transition from other schools and School Leavers – What does Coal Clough provide?

- The school works with partner schools to ensure all necessary details are passed on prior to and during the induction/transition process.
- It is our policy that all young people with SEND will attend college or an appropriate training course in common with all Coal Clough Academy leavers. Local colleges
- The SEND Team works closely with the Careers Co-ordinator to support students, parents and external providers to ensure a smooth transition to Post 16 provision.
- All students including those with SEND are offered Careers Education Advice Information and Guidance (CEIAG) from our Careers Co- Ordinator and external agencies, including the LA. Year 11 Transition Review/Careers Interviews are held with the student and provide an action plan following the interview who can be supported by college staff if this is felt to be necessary.
- Local Colleges attend Parent Consultation Days
- A Careers Convention and specialist Post 16 Day is held in the autumn term/Spring Term. This is open to any student and their parent/carer. Local employers, colleges and training providers. attend and give presentations.
- Follow up drop in visits are made by colleges to support potential students in completing

applications. The school also offers this support to students.

- Taster Days are offered throughout the year for years 9, 10 and year 11.
- Additional advice and information is provided to colleges and training providers by the school, with the agreement of the student and family.
- The school has dedicated careers information on many universities and colleges as well as information about employment and training opportunities.
- All students from year 10/11 are given the opportunity to undertake a period of Work Experience.
- SEND and other vulnerable students, are supported in Y11 with revision planning, developing study skills, time management and coping with the anxiety often experienced at this time.
- The school delivers money management programmes and personal finance education through PSHE to students and has links with PFEG to provide personal finance education.
- The school actively promotes the work of The Duke of Edinburgh Awards Scheme and Princes Trust Programmes.
- Young people are encouraged to participate in uniformed service organisations Eg, Police Cadets and Army Cadets as well as other young people's groups.

Extra Curricular Activities – What does Coal Clough provide?

- The school is accessible to all students from 8.30am with a Breakfast being available each day.
- The school currently operates an Alternative Curriculum for Years 9,10 and 11, giving students the opportunity to study subjects not necessarily available as part of the regular curriculum.
- All clubs, activities and trips are available to all students. Adjustments are made for vulnerable students following risk assessments.
- 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. Charges do apply for trips for Pupil Premium students at a subsidised rate.
- Staff at lunchtime provide opportunities for students to be given homework/revision support and take part in activities related to their subject.
- At break and lunchtime a quiet room is provided for students to have a snack and lunch if they feel anxious about mixing with other students.
- Initially opportunities for some students to receive support is provided and to take part in activities including computer and board games and craft activities. Space for quiet, independent activities such as completing jigsaws and using Lego is also made available.
- All students are fully included in all activities and events and visits are supported Inclusion staff as appropriate, following appropriate risk assessment.
- Students with SEND are encouraged to take part in various activities. A number of students have worked with BYT and Participation Works on various extra curricular projects and have attended residential trips in the past.