



**SEN and Disability**

**Local Offer: Secondary Settings**

Mainstream, Short Stay Schools, Special Schools and Academies

Name of School: Hutton C of E Grammar School

School Number: 07109

<b>School/Academy Name and Address</b>	<b>Hutton C of E Grammar School</b>		<b>Telephone Number</b>	<b>01772 613112</b>
	<b>Liverpool Road, Hutton, Preston Lancs PR4 5SN</b>		<b>Website Address</b>	<b>www.huttongrammar.org</b>
<b>Does the school specialise in meeting the needs of children with a particular type of SEN?</b>	<b>No</b>	<b>Yes</b>	<b>If yes, please give details:</b>	
	<b>No</b>			
<b>What age range of pupils does the school cater for?</b>	<b>11 to 18</b>			
<b>Name and contact details of your school's SENCO</b>	<b>Mrs Gloria Frost</b> <a href="mailto:g.frost@huttongrammar.org">g.frost@huttongrammar.org</a> <b>01772 613112</b>			

We want to ensure that we keep your information up-to-date. To help us to do this, please provide the name and contact details of the person/role responsible for maintaining details of the Local Offer for your school/academy.

<b>Name of Person/Job Title</b>	<b>Mrs Gloria Frost</b> <b>SENDCO</b>		
<b>Contact telephone number</b>	<b>01772 613112</b>	<b>Email</b>	<a href="mailto:g.frost@huttongrammar.org">g.frost@huttongrammar.org</a>

### Promoting Good Practice and Successes

The Local Offer will give your school the opportunity to showcase any good practice you have around supporting children with Special Educational Needs to achieve their full potential. If you have any examples of good practice or success stories, we would encourage you to include these on your Local

Offer web pages. For reasons of confidentiality, please do not include a child's full name in any case studies you promote.

I confirm that our Local Offer has now been published on the school/academy website.

<b>Please give the URL for the direct link to your school's Local Offer</b>	<a href="https://www.huttongrammar.org/about-hutton/send-provision/">https://www.huttongrammar.org/about-hutton/send-provision/</a>		
<b>Name</b>	<b>Gloria Frost</b>	<b>Date</b>	<b>9th March 2025</b>

**Please return the completed form by email to:** [IDSS.SENDReforms@lancashire.gov.uk](mailto:IDSS.SENDReforms@lancashire.gov.uk)

The Local Authority's Local Offer can be found at [www.lancashire.gov.uk/SEND](http://www.lancashire.gov.uk/SEND)

## Accessibility and Inclusion

### What the school provides

- The school is accommodated in a number of buildings on the site and is spread over two/three floors.
- There is no lift access in the main teaching blocks, however there is a lift in the Sixth Form building.
- The school is not wheelchair accessible.
- Corridors are narrow and we operate a one way system to avoid congestion.
- Some of the classrooms have carpets and window blinds to improve the acoustic and visual environment. The dining hall, sports hall and main hall have poor acoustics.
- There are some accessible toilet facilities but no separate changing facilities. There is an accessible toilet in the main building.
- All school furniture is standard height. Some alternative seating e.g. stools with backs are provided for individual needs.
- The school provides passes for pupils with mobility issues and/or SEND needs which allows them to leave classes early to ensure they reach their next lesson safely as the corridors are less busy.
- The school has a small number of Chrome books for pupils to use as needed.
- All school policies are available from the school website or in print format on request from the school office. Personal requests for alternative formats are dealt with on an individual basis.

## Teaching and Learning

### What school provides

- Identification of SEN is mainly usually through primary transition liaison. Teaching staff and parents may also identify needs which are passed to the SENDCO.
- We hold a transition day for Year 6 pupils offered a place at the school. Additional transition time can be arranged.
- On entry in Year 7 all students are assessed using standardised reading and spelling tests and a review of numeracy competence is undertaken. The SENDCO may carry out further assessments as needed eg. a dyslexia screener.
- Classroom based support is delivered by a small team of Teaching Assistants in the smaller classes. Specialist TAs work in English, Maths and Science and deliver interventions as needed.
- We engage external specialist teachers to support a number of pupils according to their SEND needs. They provide advice which is shared with staff.
- Literacy interventions begin in Year 7, and continue as required throughout Key Stage 3 and 4, with the aim of developing independence and enabling access to all areas of the curriculum.
- The SENDCO is a qualified assessor for examination access arrangements and assesses students from Year 9 in accordance with the JCQ guidelines. Access arrangements are applied in accordance with JCQ regulations in public examinations. Reasonable adjustments are put in place in internal and external examinations.
- SEND training for all staff is provided throughout the year as part of the INSET programme, in-house and external specialists.

- Educational progress and outcomes for all students are shared with parents/carers on a regular timescale through assessments, a written report and parents' evening.
- Parents and carers can contact school staff through Synergy Gateway or by telephoning the school office.
- The school provision map illustrates current support for individuals and groups of students. It is a working document and is therefore subject to changes as necessary.

### Reviewing and Evaluating Outcomes

- All statements and EHCPs are reviewed on an annual basis. These reviews are carried out in line with statutory guidance for reviews.
- Progress of other students with SEND support needs is monitored in line with school assessment procedures. Progress data is shared through two assessment reviews and parents' evenings. Internal tracking systems are used to highlight progress of individuals as well as identified groups.
- The school is required to measure progress for all students using nationally agreed standards and criteria. The effectiveness of our provision is measured in the progress that individuals and groups of students make over time.

### Keeping Children Safe

- The school site is risk assessed annually by the site operations manager.
- Where a risk assessment is required before transition in Year 7 a meeting will be held with all relevant parties before the student starts at the school. Input from specialists is sought as needed.
- Arrangements are made for identified pupils to be dropped off or collected from the main school reception.
- Parking on the school site is very limited. There are a small number of visitor parking bays at the entrance to the school site. Taxis provided by the Local Authority are allowed on the school site for drop-off and pick-up. School buses leave from the site at 3:15pm.
- At breaks and lunchtimes we operate snack and chat groups for pupils who prefer a quiet, calm environment.
- All school trips are processed through the Evolve system. Risk assessments are checked by the EVC. The EVC regularly updates staff regarding procedures for school trips. Teaching Assistants accompany pupils with SEND on school trips as needed.
- Students with SEND take part in PE lessons. A TA is available to assist at times.
- School has a clear, inclusive and comprehensive safeguarding policy.
- All staff undertake annual safeguarding training, including Prevent and online safety training.
- The school anti-bullying policy is available on the school website. A hard copy is available by request from the school office.

## Health (including Emotional Health and Wellbeing)

- A Care Plan is jointly prepared and agreed with parents/carers, the student, medical professional and a member of the school staff. Key staff are notified about Care Plans.
- Medication is stored in a locked cabinet and clearly labelled. A record is kept when administered and countersigned. Medication is checked regularly for expiry dates.
- In the event of a medical emergency, staff contact a first aider, call 999 and contact parents/carers.
- The school has a number of trained first aiders. Additional training for staff and/ or first aiders is arranged as required.
- The school does not have any health professionals or therapists in residence, however we liaise with the school nursing team as required. Where a student has individual needs, and parent/carer's permission, appointments can be made to visit during the school day in accordance with school safeguarding protocols.
- Pupils complete a wellbeing survey each year and we act upon issues raised.
- The school employs the services of Compass Bloom for low-level mental health needs, and a part-time qualified counsellor.
- The school has a pastoral hub which pupils can access when needed.

## Communication with Parents

- All staff are listed on the school website. Contact can be made via School Synergy Gateway or by telephoning the school office. Full details of how to contact the school are given on the website.
- All Year 6 pupils with a Year 7 place allocated at the school are invited to attend an induction day in July. We hold a 'settling in' evening in September for parents to meet form tutors.
- Formal reporting of progress occurs at regular intervals. Additional contact is made if there are any areas of concern or reasons to celebrate.
- Feedback from parents is sought through response slips on written assessments and reports and questionnaires at parents' evenings.

## Working Together

- There are Form representatives on the School Council. This position is filled following an election by the Form.
- Students are asked to complete a questionnaire about school, their learning and their wellbeing on a regular basis.
- Parents/carers are invited to annual parents' evenings.
- Parents/carers of pupils with SEND are invited to annual reviews by the SENDCO in line with statutory guidance.
- The SENDCO and Heads of Year work closely with the parents/carers of pupils with SEND to support their academic and behavioural needs.

- Elections for parent governors take place as required. All parents are welcome to join the PTA.
- The Governing Body attend training through Governors Services.

### **What Help and Support is available for the Family?**

- The school website contains information, advice and guidance for pupils and parents. For those unable to access the internet the school office will answer queries and advise who to contact for further help.
- The school helps families access support via the Early Help Assessment framework and the Children and Families Wellbeing Service.
- Independent careers advice and guidance is available to students
- The school works closely with the Safer Travel Team

### **Transition from Primary School and School Leavers**

- The school works with Primary Schools from Year 6 through to arrival in Year 7. For identified pupils with additional needs, the SENDCO will attend Year 6 reviews liaise with parents and teachers.
- We hold a Year 6 transition day and arrange additional visits as needed to ensure a smooth transition into Year 7.
- All students including those with SEND are offered Careers Education Advice Information and Guidance (CEIAG).
- Students are supported in writing their post 16 application forms.
- Transition for post 16 SEND students is planned in conjunction with the local colleges of their choice.
- For post 16 SEND students in the Sixth Form, additional support to assist with UCAS applications is provided.
- The Sixth Form organises a comprehensive programme of visits, conferences, taster days etc. to assist with transition planning for post 18.
- The school has a careers library which holds information on many universities and colleges as well as information about employment, apprenticeships and training opportunities.

### **Extra Curricular Activities**

- The school does not offer before and after school provision or provision on school holidays. However we operate a breakfast club from 8.15am.
- The school offers a wide range of lunchtime clubs, free of charge and accessible by all students.
- There are a range of extra-curricular activities available to all students
- All clubs, activities and trips are available to all students, but may be subject to risk assessment.
- Some trips and visits are subject to a voluntary contribution from parents/carers. In cases of hardship, parents/carers can contact the school to discuss with a member of staff.
- The school encourages pupils to build friendships through a range of activities on offer at lunchtimes, form activities and after school clubs.
- Our more vulnerable pupils and those who prefer a quieter environment, are signposted to break and lunchtime snack and chat groups.

March 2025