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POLICY

May 2017

Cramond Primary School

Session 19-20

At Cramond Primary we aim to:

- Identify and support needs as early as possible.
- Improve confidence, self-esteem and foster independence
 - Remove barriers to learning
- Maximise learning opportunities for all within an inclusive ethos.

This policy outlines how Cramond Primary School and Nursery Class identify and support children and young people with additional support needs.

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Legislation and Context

The Education Scotland (Additional Support for Learning, ASL) Act 2004 states in the Code of Practice that a child has additional support needs where, for whatever reason, the child or young person is, or is likely to be unable without the provision of additional support to benefit from the school education provided.

Additional support needs may arise from the learning environment, family circumstances, a disability or health need, or social and emotional factors, and may be of a permanent or temporary nature.

We work within the framework of national and local policies. (Appendix 1)

Identification of Needs

Each school has an ASL/Support for Learning team which includes:

- ASL Leader (DHT – Caroline Ashbrook)
- ASL Teacher (Anna Hughes, Acting PT)
- Visiting English as an Additional Language (EAL) teacher (Olga Hunter)
- Pupil Support Assistants (PSA)
- Educational Psychologist (Morag Murray)
- ASL Service Leader (Fiona McCrory)
- Pupil Support Officer (Tyne Lovell)

The City of Edinburgh identifies a Staged Intervention Approach following a pathway framework. Staff should use the ASL Pathways Support Flowchart (Appendix 2) to support the pathways.

Pathway One is personalised support in the classroom, this can be the provision of tools to support independent learning, support through environment, through differentiated planning or through a range of appropriate strategies.

All class teachers have received training in the use of The CIRCLE document as a tool for creating inclusive classrooms and inclusive practice. Class teachers should use the Circle Inclusive Classroom Scale to audit their classroom environment and classroom practice to support learners at pathway 1. Where there are concerns about a pupil, teachers should use the CIRCLE Participation Scale to identify support strategies at Pathway 1.

Pathway Two is support from the ASL team. This can be individual or group work or team teaching supporting the class teacher.

If difficulties persist after pathway 1 intervention, a wellbeing concern referral form (appendix 3) should be completed by the class teacher and returned to the SfL teacher, attaching the Circle Participation Scale to provide evidence of supports already in place.

The ASL team will discuss the referral and allocate support if required. This should be documented in the child's support file. Support may come in a variety of formats – direct tuition with SFL teacher, PSA support, a 1-1 or group intervention, paired reading, motor

skills programme, etc. It may be long or short term and will be reviewed regularly. If further individualised support is required, then a higher level of planning and recording may be required:

- Co-ordinated Support Plan (CSP)
- Individualised Educational Programme (IEP)
- Child's Plan
- Strategies and Support Record (Appendix 4)

Pathway Three is support from partner agencies or services as listed below. Referrals are made by the ASL Team, through the GIRFEC process.

As a result of further assessment at pathway 2, support may be requested from a partner service via referral by the ASL teacher or on application to the Additional Support Access Point (ASAP.)

The school has access to a wide variety of partner led services which can be called upon to provide support:

- Children and Adolescent Mental Health Service (CAMHS)
- Community Child Health (CCH)
- Speech and Language Therapy (SLT)
- ASL services include
 - EAL
 - Health and Wellbeing
 - Language and Communication
 - Literacy and Dyslexia Support Service
 - ICT
- Medical Outreach support
- Occupational Therapy
- Resources Team
- Sensory Support Service – this includes the Deaf Support Team (DST) and the Visiting Teachers of the Visually Impaired (VTVI).
- Social Work/Young Carers
- Barnardos

- Children 1st (0-5)

Pathway Four is support through specialist provision and accessed through the Case Management Review Group (CMRG) in consultation with the Educational Psychologist, school, parents and where appropriate the child.

Assessment

Pupil progress is monitored at every pathway using standardised assessments and the ASL team meet regularly to plan appropriate support. This may be a block of work with SfL teacher, 1-1 support, a targeted Intervention or a PSA led group. All supports are evaluated and reviewed regularly and may be short or long term. Parents and young people are included in all decisions where appropriate, their views considered and feedback given. Information gathered is recorded in a variety of ways; Child Planning Minutes (CPM), ASL files, Strategy and Support Records, ASL class Trackers. Information is shared and careful consideration given to planning for effective transition for children with additional support needs, moving from Nursery to Primary 1, class to class and Primary to Secondary.

Where needs persist the ASL teacher has access to a wide range of diagnostic tools to provide information and plan next steps. These may include:

- Single Word Reading Test - SWRT
- Single Word Spelling Test - SWST
- British Picture Vocabulary Scale - BPVS
- SEAL assessments
- York Assessment of Reading Comprehension (early years and older version)
- Phonological Assessment Battery (PHAB)
- Test of Word Reading Efficiency (TOWRE)

All children who score 85 (standardised score) or less in the SWRT should be monitored and assessment results recorded on the ASL Literacy Tracker. (Appendix 5) Which is returned to ASL services annually.

Roles of the ASL Teacher

The ASL Teacher has 5 roles

- Consultancy
- Co-operative Teaching
- Direct Teaching
- Specialist Service
- Staff Development

The balance of the five roles will reflect the pattern of needs of pupils, the management structure within school and the expertise of the staff involved. This may change from year to year. Clearly the five roles are inter-connected, with consultancy being involved throughout. The SFL teacher has time allocated to all 5 roles and has clear systems in place for assessment, recording and supporting learner's needs.

The ASL team has access to a wide range of strategies and supports which enable learners to reach their full potential. The list below describes some of the Universal and Targeted supports which may be available. The Circle Document provides a more expansive list.

Universal Supports available:

- Access to ICT
- Visual Timetable in all classes
- Safe Spaces and Calm Corners
- Whole school Dyslexia training and Dyslexia Friendly practices embedded
- Aids and adaptations for disabled learners
- Appropriate methods of communication for hearing or visually impaired pupils
- Creative and variety of teaching approaches used to meet the needs of all learners
- Key staff identified to support individuals with an additional support need
- EAL staff support bilingual learners from enrolment and contribute to the professional learning of the school.
- Whole School Autism training and Autism friendly strategies embedded in daily practice
- Effective transition arrangements are in place
- ASL team meet regularly and feedback to staff and parents
- Tracking and Monitoring of attainment in place and considered in planning allocation of support.
- Clear staged Intervention framework in place to identify additional support needs.
- Clear remits for ASL team
- Circle Inclusive Learning framework is embedded across the school and used by class teachers to support pupil at Pathway 1.

Targeted Supports

Targeted supports include:

- PSA – agreed system and clear criteria for allocating and managing PSA time. Evaluated and reviewed regularly. See separate sheet ‘The effective use of PSAs under everyday classroom conditions’.
- Read Write Inc
- Fresh Start
- Emotion Talks/ social skills group
- Talk and Move
- TIPS
- Seasons for Growth
- Play boxes
- Talking Time
- Paired Reading
- Support from Literacy and Dyslexia Support Service
- Cramond dyslexia assessment process
- 1:1 Speech and Language programme
- Motor Skills programme
- Toe by Toe
- PSO interventions
- Support for Highly able pupils (further development in this area)

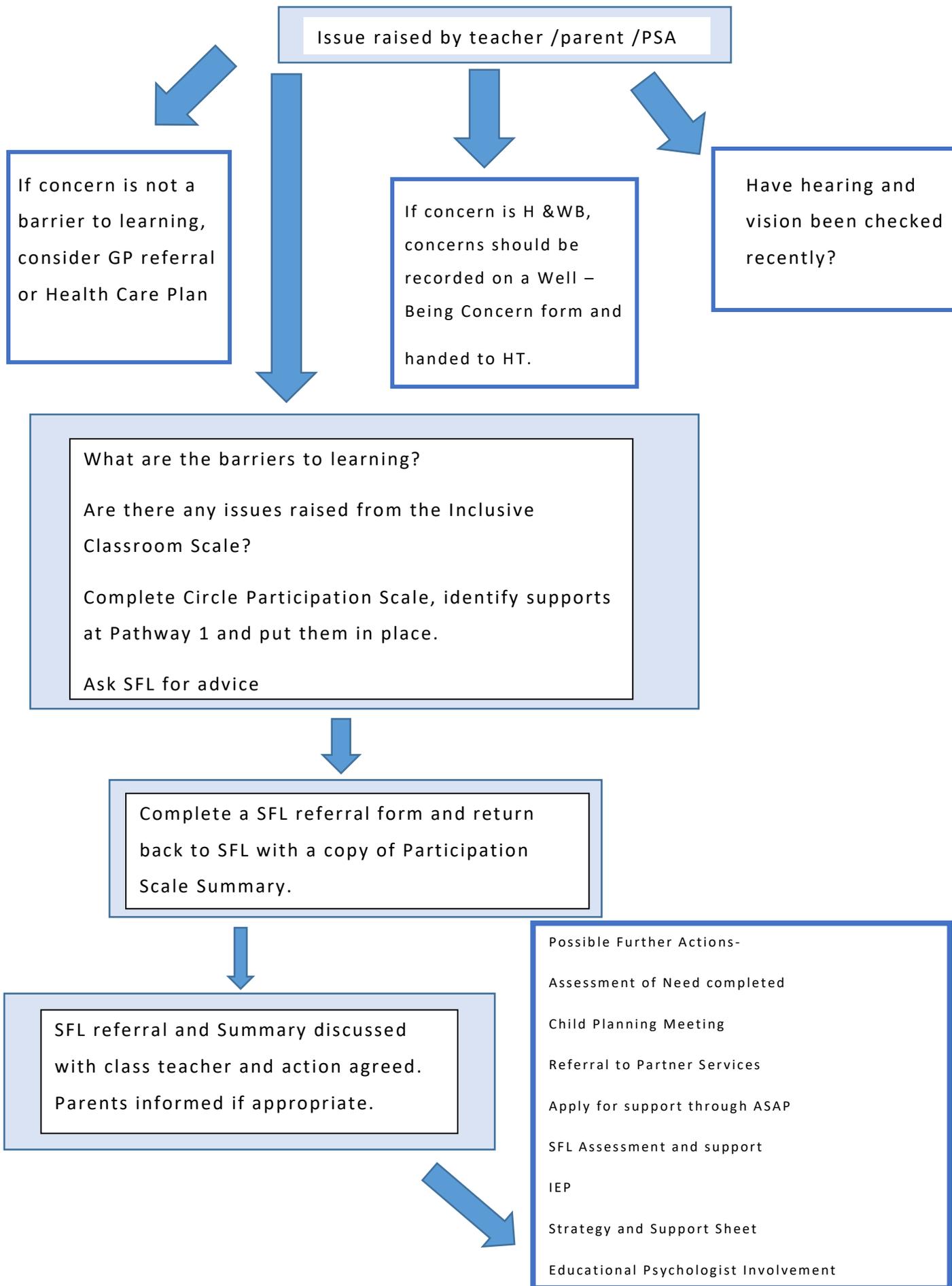
Cramond Primary aims to provide a high quality education to all of its learners, to provide effective inclusive practice and to promote a learner- centred approach where all learners are listened to and involved in the management of their own learning.

This policy has been shared with staff and parents and will be reviewed regularly in line with the school’s Standards and Quality Improvement Plan.

Legislative Context

- HMIE, 2007, How Good is our School? The Journey to Excellence: Part 3 (Revised edition), Livingston, UK
- Parliament of the United Kingdom, 2010, The Equality Act, London, UK
- Scottish Government, 2004, The Curriculum Review Group, Edinburgh, UK
- Scottish Government, 2006, Scottish Schools (Parental Involvement) Act, Edinburgh, UK
- Scottish Government, 2009, Education Scotland (ASL) Act, Edinburgh, UK
- Scottish Government, 2010, Supporting Children’s Learning Code of Practice, Edinburgh, UK
- Scottish Government, 2010, The City of Edinburgh Council – GIRFEC Framework, Edinburgh, UK
- Scottish Government, 2014, The Children and Young People (Scotland) Act, Edinburgh, UK
- The City of Edinburgh Council, 2011, Literacy and Dyslexia Guidelines, Edinburgh, UK
- The City of Edinburgh Council, 2011, Up, Up and Away Document, Edinburgh, UK
- The City of Edinburgh Council, 2014, The City of Edinburgh Child Planning Support Materials, Edinburgh, UK
- The City of Edinburgh Council, 2015, CIRCLE Document, Edinburgh, UK
- United Nations, 1990, The United Nations Convention on the Rights of the Child, National and International Policy, New York, USA

ASL pathways support flow chart



SFL referral Form

Support for Learning Referral

Teacher:

Class:

Date:

Child:

Please Highlight Areas of concern:

Literacy	Numeracy	Motor Skills	Vision/Hearing	Speech and Language
Social Communication & Social Interaction	Behaviour	Attention & Focus Organisation	Emotional Well-being	Attendance & Time keeping (HT aware)

Pathway 1 support

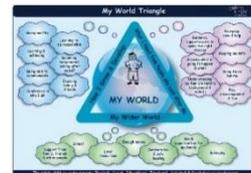
What strategies and supports are currently in place?

SFL, TIP group, Talk and Move Group, Social skills group, Talking Time Group, EAL support, Toe by Toe, Read Write Inc, Fresh Start, Visual supports, Individual workstation, PSA support, Social Stories, Reward Charts, referrals to Partner Agencies, ICT, paired reading, Circle Participation Scale etc.

*What was their impact?**Action as a result of consultation with SFL staff*

Date for Review-

Strategies and Supports Record



Cramond Primary School

Strategies and Supports Record

(Supported by CIRCLE Document / Literacy/Dyslexia Guidelines)

Name of Child	Class	Date of Birth	Start date

Profile:
<p>Strengths/ curricular achievements</p> <p>Info from any Partner Services/ Agency involvement</p> <p>Pertinent assessment information (can be attached)</p>

Factors giving rise to Additional Support Needs
<ul style="list-style-type: none"> •

Impact on learning	Date
<p>(See below or attached 'Summary of concerns for CPS' or Literacy/Dyslexia Checklist or Assessment of Need)</p> <ul style="list-style-type: none"> • 	

Strategies and Supports (specific to this learner) (Within class - Pathway 1/ Within school: Pathway 2) (See below or attached 'CPS - Skills, Supports and Strategies' or Literacy/Dyslexia Checklist)		
Date		Evaluation/ Next steps/ Comments
	<p>Within class:</p> <p>Within school:</p> <p>From other agencies: (Pathway 3)</p>	<p>Make notes here or attach 'CPS - Skills, Supports and Strategies sheet - Outcome/ Next Steps' or Literacy/ Dyslexia Checklist</p> <p>Add/ attach if appropriate:</p> <ul style="list-style-type: none"> • child's comments • Assessment of Need • CPM minutes

Parent/ Carer and Learner Views	Date shared
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Date:

Completed by:

Next Review date:

Checklist: Does the information above answer the following questions?

- What is getting in the way of this child's wellbeing?
- Do I have all the information I need to help this child? (If not, what other information do I need?)
- What can I do in class (Pathway 1) to support this child?
- What can we do in school (Pathway 2) to support this child?
- Is any additional help required? If so, which Partner Services/Agencies should we refer to?



ASLS Literacy Tracker

Name	DOB	Primary School	P2		P3		P4		P5		P6		P7		Secondary School	S1		S2		S3		Comments		
		Cramond Primary School																						