

SEND Information Report Addendum (updated 12 January 2021):

Please be aware that UK Government has published the following documents to help mainstream schools plan for educating those students with EHCPs during COVID-19:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

These are current on 12th January 2021 but may change depending on new developments of COVID-19 management and/or new changes to legislation for schools responding to the pandemic.

What are we doing?

From September 2020, school will remain open to children of key workers, vulnerable students, students with a lack of connectivity at home and or those with an EHCP through all tiered-responses. Therefore, where there are school closures, students with EHCPs will be expected to continue their attendance to Preston Manor as normal. If your child has an EHCP then please discuss appropriate provision/attendance in school directly with your child's keyworker or with the SENCO (Taryn Neale, email: t.neale@preston-manor.com). For all other enquiries, please contact your child's form tutor or DSD.

The SENCO and the Learning Support Team have made the following adjustments in their provision regarding the following scenarios:

1. My child has symptoms and needs to self-isolate:

If your child has developed symptoms, they must be kept home to self-isolate and you must let the school know as soon as possible. As they are displaying symptoms, please get your child a COVID-19 test. If the test returns as negative, your child can return to school as soon as they are feeling better. If the test returns as positive, please let the school know as soon as possible.

While your child is self-isolating, your SEND keyworker will:

- Contact you and your child on a daily basis. We want to support your child as much as possible and, with this contact, we can troubleshoot if there are work concerns, such as whether your child needs any specific support to access the work set on Google Classrooms, and offer any other support that is necessary to help your child remain positive and connected.
- Liaise with subject teachers to ensure that work is being set and is appropriately targeted to your child's ability.
- Ensure that your child continues to access all the SEND interventions that they are currently attending. This will be a Google Classroom where your child will have access to both live teaching and the resources/ work used.
- Answer any other school-based questions or put you in contact with someone else who can help.

2. My child needs to self-isolate due to a positive test in their bubble

In some cases, a student in your child's bubble will have a positive return from a COVID-19 test. The government has stated that all children who are in close contact with that student must self-isolate for 14-days. You would only seek a test if your child then starts displaying symptoms.

While your child is isolating for 14-days:

- Your SEND keyworker will contact you and your child at least once weekly for a check-in. We want to support your child as much as possible and, with this contact, we can troubleshoot if there are work concerns, such as whether your child needs any specific support to access the work set on Google Classrooms, and offer any other support that is necessary to remain positive and connected. If you require any further support outside of these two weekly points of contact, call or email your SEND keyworker directly and they will get back to you as soon as possible.
- Your SEND keyworker can answer any other school-based questions or put you in contact with someone else who can help.
- The SEND team will continue to support your child in their normal support timetable. We will replicate the SEND timetable remotely and therefore their normal in-class support will be available. SEND staff will help differentiate, support in assessments and provide break-out spaces where students can work in small groups to complete their academic work from home. If your child does not login to their mainstream lessons as anticipated, SEND staff will phone them to see if they need support. This includes Exam Access Arrangements.
- Ensure that your child continues to access all the SEND interventions that they are currently attending. This will be a Google Classroom where your child will have access to both live teaching and the resources/ work used.

3. The school is operating a rota-system

Where the school is operating a rota-system, for example where maybe whole year groups attend some weeks in-school and some weeks accessing school work from home, students with EHCPs will be able to attend school and follow their lessons here, with the support from the Learning Support Department and the school community. There will be adjustments to their timetable but, as much as possible, the school will endeavour to keep their learning as consistent as possible.

Where parents feel they would like their child to be part of the rota-system, and their child has an EHCP, parents need to let the school know in advance that they wish for their child to make use of the remote teaching. A Brent Risk Assessment will need to be completed with their keyworker and reviewed on a fortnightly basis.

4. There is a national lockdown and schools are closed

As mentioned above, schools remain open for students with EHCP even if the government needs to implement a further national lockdown. Students with EHCPs will be expected to continue their attendance to Preston Manor as normal and will have access to the school's on-site provision. Members from the SEND team will support your child in the school's provision.

Where parents feel strongly about their child remaining at home, they will need to speak with their SEND keyworker and fill in a Brent Risk Assessment, to be reviewed fortnightly.

During this period of lockdown:

- Your SEND keyworker will contact you and your child at least once weekly for a check-in. We want to support your child as much as possible and, with this contact, we can troubleshoot if there are work concerns, such as whether your child needs any specific support to access the work set on Google Classrooms, and offer any other support that is necessary to remain positive and connected. If you require any further support outside of these two weekly points of contact, call or email your SEND keyworker directly and they will get back to you as soon as possible.
- Your SEND keyworker can answer any other school-based questions or put you in contact with someone else who can help.
- The SEND team will continue to support your child in their normal support timetable. We will replicate the SEND timetable remotely and therefore their normal in-class support will be available. SEND staff will help differentiate, support in assessments and provide break-out spaces where students can work in small groups to complete their academic work from home. If your child does not login to their mainstream lessons as anticipated, SEND staff will phone them to see if they need support. This includes Exam Access Arrangements.

- Ensure that your child continues to access all the SEND interventions that they are currently attending. This will be a Google Classroom where your child will have access to both live teaching and the resources/ work used.

Please be assured, the Learning Support Department is committed to offering the same high-standard of service to our young people and their families during these unprecedented times. Our provision offer, including in-class support, SEND interventions and our KS4 SEND curriculum, is running fully and can be accessed both live (in-school) and remotely (Google Classrooms). For example, our SEND staff who are partnership teaching with subject teachers are joint-teachers in all Google Classrooms and they continue to differentiate the work, support with assessments and offer individualised feedback on students' work. Furthermore, we are committed to ensuring that our Annual Review process will continue to be the same rigorous and high-quality review process as normal. Please note, we are happy to hold them either via the phone or an appropriate group call service which may include video call option such as zoom/google hangout. Where possible, and if needed, it may be possible to coordinate an Annual Review meeting at the school, with an appropriate risk assessment and following COVID-19 safety procedures such as social distancing and PPE. Further reviews will of course be available should significant adjustments to an EHCP be required upon return to school.

If you require any further information on how the Learning Support Department's functioning during the COVID-19 pandemic, please do not hesitate to contact us. Here are some key emails which may guide your enquiry:

Head of Inclusion/ SENCO/ Interim Manager of Compass (ASD ARP)

Taryn Neale: t.neale@preston-manor.com

Deputy SENCO KS3

Monique Briggs: m.briggs@preston-manor.com

Deputy SENCO KS4

Alison Dynan: a.dynan@preston-manor.com

Manager of SpLB ARP

Carla Courtney: c.courtney@preston-manor.com

Deputy Headteacher overseeing SEND & Pastoral

Guy Brougham: g.brougham@preston-manor.com

Review: This addendum to the information report will be reviewed in light of new guidance as and when it is published.