



**Trefonen Primary School**  
**'Shine your Light'**  
**Kindness - Respect - Friendship**

## **Special Educational Needs and Disability – Parent / Carer Quick Guide**

### **What is SEND?**

SEND means **Special Educational Needs and Disabilities**.

Some children need **extra help** with learning, communication, behaviour, or physical needs.

### **Our Aims**

- Every child is **included and valued**.
- Extra help is given as soon as it's needed.
- Parents, carers and children are part of the journey.
- We follow the **SEND Code of Practice (2015)**.

### **How We Support Your Child**

We use a **step-by-step cycle**:

1. **Assess** – Find out what your child needs.
2. **Plan** – Agree on support and set goals.
3. **Do** – Put the support in place.
4. **Review** – Check how things are going together.

If more support is needed, an **Education, Health and Care Plan (EHCP)** may be requested.

### **Who Helps?**

- **Class teacher** – Gives quality teaching and adapts learning.
- **SENDCo** – Organises support and works with families.
- **Headteacher** – Makes sure support is effective.
- **Governors** – Check SEND provision is working well.

### **Working with Families**

- Regular updates and meetings - support is co-constructed with you.
- Your voice and your child's voice matter.
- Termly reviews of progress.

## Looked After Children (LAC)

- Extra care for children in local authority care.
- SENDCo and Designated Teacher work together.
- Linked to the child's **Personal Education Plan (PEP)**.
- Funding (Pupil Premium Plus) is used to give extra support.

## Transitions

We make moving schools or classes easier with:

- Meetings and handovers.
- Visits to new schools.
- Support plans shared with new teachers.

## Accessibility

We make changes so all children can join in:

- Adapted resources and technology.
- Accessible classrooms and quiet spaces.

## Worries or Concerns?

1. Talk to the class teacher.
2. Speak with the SENDCo.
3. Contact the Headteacher.
4. Use SENDIASS (independent advice).

## Key Words

- **SEND** – Extra learning needs or disabilities.
- **SENDCo** – Person in school who manages SEND.
- **EHCP** – A legal plan for extra help.
- **LAC** – Looked After Children.
- **PCP** – Pupil Centred Plan.
- **PEP** – Plan for children in care.

## Who to Contact

- Your child's class teacher [parentcontact@trefonen.shropshire.sch.uk](mailto:parentcontact@trefonen.shropshire.sch.uk)
- SENCO (Cathy Dunleavy) [senco@trefonen.shropshire.sch.uk](mailto:senco@trefonen.shropshire.sch.uk)
- Assistant SENCO – Lucy McKinney [senco@trefonen.shropshire.sch.uk](mailto:senco@trefonen.shropshire.sch.uk)

We are committed to working together with you to ensure that your child is happy, confident, and ready for their future.