



SEN and Disability

Local Offer: Primary Settings

Mainstream, Short Stay Schools, Special Schools and Academies

Name of School: Scarisbrick St Mark's CE

School Number: **08027**

Guidance for Completion

This template is designed to help you to pull together information so that parents of children with Special Educational Needs or Disabilities (SEND) know what support they can expect if their child attends your school/academy.

The SEND Reforms will place a statutory requirement on schools from September 2014 to make information available to parents about how the school supports children and young people with SEN. This information will form the main basis for the school's Local Offer, which has to be published on the school's website. Your website must include the name and contact details of your SENCO and a link to the Local Authority's Local Offer when it becomes available.

The questions in the template are intended as prompts and reflect key issues that parents have told us they would like to know about when deciding which school could best meet their child's needs. You may also wish to consult with your own pupils' parents about what to include in your Local Offer.

In developing your school Local Offer you should be mindful that there is a requirement for a feedback facility to be available as part of the Local Offer and for responses to be given to feedback received.

Please provide a copy of your completed template along with the following completed information by email to IDSS.SENDReforms@lancashire.gov.uk

When saving your local offer please use the following format:

LO-SCHOOLNAME-SCHOOLNUMBER

Eg LO-LEAFYVILLAGESCHOOL-011001

School/Academy Name and Address	Scarisbrick St Mark's CE Primary School		Telephone Number	01704 880636
	Southport Road Scarisbrick L40 9RE		Website Address	www.st--marks.lancs.sch.uk
Does the school specialise in meeting the needs of children with a particular type of SEN?	No	Yes	If yes, please give details:	
	√			
What age range of pupils does the school cater for?	3 to 11			
Name and contact details of your school's SENCO	Mrs M Freeman, Headteacher/SENCO Scarisbrick St Mark's CE Primary School			

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.

Name of Person/Job Title	Mrs M Freeman, Headteacher		
Contact telephone number	01704 880636	Email	head@st-marks.lancs.sch.uk

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.

Please give the URL for the direct link to your school's Local Offer			
Name	Mrs M Freeman	Date	24 September 2024

Please return the completed form by email to:
IDSS.SENDReforms@lancashire.gov.uk

Accessibility and Inclusion

- How accessible is the school environment?
Is the building fully wheelchair accessible? Do you have accessible parking spaces? Have there been improvements in the auditory and visual environment? Are there accessible changing/toilet facilities? How do you improve access to the setting?
- How accessible is your information? - including displays, policies and procedures etc.
Do you have information available in different font sizes, audio information, Braille, other languages etc. How does the setting communicate with parents and families whose first language is not English? How is information made accessible to parents and families with additional needs?
- How accessible is the provision?
How do you make use of resources such as symbols, pictures and sign graphics to support children's access to resources? Do you have furniture such as height adjustable tables or alternative ways of presenting activities so that children can access them?
- Do you have specialised equipment (eg; ancillary aids or assistive technology?)

What the school provides

- St Mark's Schools is a small primary church school built in 1879.
- The school provides up to 15 hours of part-time Free Early Education for nursery aged pupils a year before they commence full-time education.
- The school provides wraparound childcare from 8.00am until 3.30pm (Monday to Thursday and 3.00pm on Friday)
- The school promotes Christian values through the experiences it offers to all the pupils.
- The school was extended in 2001, 2004 and 2012.
- The school is fully wheelchair accessible with all doorways and entrances to the school on a single level and wide enough to accommodate a wheelchair.
- The school has a disabled toilet.
- There are accessible parking spaces available for the public and disabled persons.
- Information for parents is accessible on the school website and on the community noticeboard in addition to regular newsletters.
- The school has a School Twitter/Facebook for parents to access to show what the pupils do during the day.
- School is very well resourced with equipment, materials and programmes suitable for pupils with SEN or disabilities.
- Furniture is modern, in good condition and of a suitable height appropriate to the age group of children being taught.
- All classrooms have interactive smartboards installed, laptops and iPads
- Software installed on all computers is suitable for pupils with SEN and headphones are available.
- School meals are cooked on the premises.
- The school's cook is happy to accommodate medical or cultural diets whenever possible.

Teaching and Learning

- What arrangements do you have to identify and assess children with SEN?
- What additional support can be provided in the classroom?
- What provision do you offer to facilitate access to the curriculum and to develop independent learning? (This may include support from external agencies and equipment/facilities)
- What SEN and disability and awareness training is available to all staff?
- What staff specialisms/expertise in SEN and disability do you have?
- What ongoing support and development is in place for staff supporting children and young people with SEN?
- What arrangements are made for reasonable adjustments and support to the child during tests and SATs?
- How well does your SEN provision map illustrate the range and level of support for individual pupils or groups with similar needs and the resources allocated to meet those needs?

What the school provides

- Headteacher is the SENCO
- SENCO and Classteachers are experienced at identifying and assessing children with SEN.
- Classteacher informs parents of concerns at earliest opportunity.
- SENCO seeks external agencies if advice or support for a pupil is needed.
- Teachers and SENCO assess and monitor childrens progress in line with existing school practices.
- The SENCO and teachers work closely with parents to plan appropriate programmes of intervention and support.
- School works closely with external agencies such as Speech & Language therapists, Occupational Health therapists, Educational Psychologists and medical staff.
- All teachers have support from qualified and highly experienced Teaching Assistants.
- Staff have received first aid, paediatric first aid, diabetes, asthma and anaphylaxis awareness training.
- All staff regularly access professional development opportunities to support pupils with SEN and disabilities.
- Arrangements such as additional time, 1-1 adult support or timed breaks can be implemented to support SEN pupils during national statutory assessment tests.
- The school's thorough tracking information and data is used to assess pupils' progress and to determine the level and range of support needed.
- The school accesses weekly swimming lessons at Ormskirk Park Pool delivered by West Lancashire Sports Partnership for all pupils in Key Stage 2 from September to February each year.
- All parents receive termly progress and attendance reports.
- All pupils receive weekly physical education activities delivered by coaches from West Lancashire Sports Partnership.
- A peripatetic music teacher from the LA delivers music lessons each week to pupils in Key Stage 2 and teaches the pupils to play the ukulele.

1. Reviewing and Evaluating Outcomes

- What arrangements are in place for review meetings for children with Statements or Education, Health and Care (EHC) Plans?
- What arrangements are in place for children with other SEN support needs?
- How do you assess and evaluate the effectiveness of the provision you make for children and young people with SEN and Disability?

What the school provides

- Parents, pupils, school staff and outside agencies are invited to attend and contribute to Annual SEN Review meetings or Educational, Health and Care (EHC) Plans.
- Parents and pupils contribute to reviewing and evaluating termly Individual Education Support Plans and Individual Behaviour Plans.
- School has an Open Door Policy with regards to any concerns a parent or pupil may have.
- Pupils' progress is regularly monitored and shared with parents through termly progress reports and consultation meetings.
- School's SEN and Disability Policy & Practice is reviewed and evaluated on an annual basis.

Keeping Children Safe

- How and when will risk assessments be done? Who will carry out risk assessments?
- What handover arrangements will be made at the start and end of the school day?
- Do you have parking areas for pick up and drop offs?
- What arrangements will be made to supervise a child during breaks and lunchtimes?
- How do you ensure a child stays safe outside the classroom? (e.g. during PE lessons, school trips)
- Where can parents find details of policies on anti-bullying?

What the school provides

- The school has fencing and a brick wall around the perimeter.
- All pupils have the use of a large playing field at the rear of the school.
- The security policy is regularly reviewed and shared with all staff, parents, pupils and visitors.
- The school has a key pad entry door.
- All gates are locked during the school day.
- Risk Assessments are carried out by the Headteacher and school staff.
- Risk Assessments are stored alphabetically in files on the shelves outside the Staff Room.
- All children in the Foundation Stage are given a 4 digit security number when they commence school. This can be given by parents to an adult who may collect their child from school.
- The school has the use of a parking area for drop-offs and pick-ups.
- Welfare staff supervise pupils during lunchtimes in outdoor areas, school dining hall and classrooms.
- Teachers and Teaching Assistants supervise pupils during breaktimes in outdoor play areas, the classrooms or school hall.
- School trips are organised in line with the LA's Educational Visits Policy and Practice and relevant risk assessments are carried out.

- School follows advice given in Safe Practice in Physical Education and Sport (2020).
- Each Classteacher is supported by at least one Teaching Assistant.
- Parents can access the Anti-Bullying, Behaviour and Safeguarding and Child Protection Policies on the website or request a hard copy from the School Office.
- Important contact details relating to safeguarding are clearly displayed in school on the outside noticeboard, on the school website and in newsletters.
- School has a commitment to Operation Encompass and the lead person is Mrs Freeman.
- All staff have regular Safeguarding and Child Protection training.
- All adults working with children in the school have a Disclosure Barring Service clearance.
- Relevant governors on the interviewing panel for staff have safer recruitment training and certificates.
- All newly appointed staff undergo induction training.
- Safeguarding information for pupils can be found on the Children's notice board situated in the entrance corridor.
- Health & Safety Audits and Premise Management Compliance Audits are carried out by the LA on the school. The school acknowledges good practice in areas of Health & Safety.

Health (including Emotional Health and Wellbeing)

- How do you manage safe keeping and administration of medication?
- How do you work with a family to draw up a care plan and ensure that all relevant staff are aware of the plan?
- What would the school do in the case of a medical emergency?
- How do you ensure that staff are trained/qualified to deal with a child's particular needs?
- Which health or therapy services can children access on school premises?

What the school provides

- School policies that relate to the health and wellbeing of pupils are shared and discussed with parents at parents meetings.
- Medical Needs Policy regularly reviewed and evaluated and shared with all staff.
- Parents complete documentation prior to school accepting medication.
- Medication stored in Staffroom fridge or School Office.
- Inhalers are kept in an unlocked cupboard in the School Office
- Medication administered is recorded and documentation shared with parents.
- Parents, staff, and if required medical staff, are involved in drawing up and reviewing Care Plans.
- Copies of Care Plans are kept in the Medical Needs File and passed to the relevant Classteacher. Master copies of Care Plans are kept in School Office.
- Medical Needs training is regularly up-dated.
- First Aiders are clearly displayed throughout the school.
- Early Years staff have Paediatric First Aid training.
- List of pupils with medical needs attached to all Class Attendance Registers.
- First Aid Risk Assessment is shared with all staff.
- Health, Safety and Well-Being Policy shared with all staff and displayed in Staffroom.
- Health & Safety Noticeboard in Staffroom provides information for all staff.
- All pupils have the opportunity to discuss concerns, worries, anxieties or news with trusted adults. Reverend Eileen Heaney and John Forshaw regularly visit the school.
- School has a designated room 'Chatterbox' for pupils to meet with trusted adults.

Communication with Parents

- How do you ensure that parents know “who’s who” and who they can contact if they have concerns about their child/young person?
- How do parents communicate with key staff (eg do they have to make an appointment to meet with staff or do you have an Open Door policy?)
- How do you keep parents updated with their child/young person’s progress?
- Do you offer Open Days?
- How can parents give feedback to the school?

What the school provides

- St Mark’s School is a small primary school and parents quickly get to know “who’s who”.
- Parents of new Reception pupils are invited to an Induction afternoon when staff are introduced, prior to pupils commencing full-time education.
- The school’s website contains details of all staff, governors and PFTA officers currently linked with the school.
- The school uses text to parents to share information and school events.
- The school has Facebook and Twitter to celebrate pupils’ achievements.
- School operates an Open Door Policy.
- Numerous opportunities throughout the year for parents to discuss the education and welfare of their child – 2 Parent Consultation Evenings and a ‘Meet the Teacher’ Evening at the beginning of the Autumn Term.
- Regular newsletters provide parents with information, advice and support.
- Newsletters, school policies and useful information for parents is on the school website.
- Arrangements are made throughout the year for prospective parents to visit the school.
- All parents when their child commences the school are members of the Parents, Friends and Teachers Association (PFTA)
- PFTA meet regularly and all parents are invited to attend.

Working Together

- What opportunities do you offer for children to have their say? e.g. school council
- What opportunities are there for parents to have their say about their child’s education?
- What opportunities are there for parents to get involved in the life of the school or become school governors?
- How does the Governing Body involve other agencies in meeting the needs of pupils with SEN and supporting their families? (e.g. health, social care, voluntary groups)
How do home/school contracts/agreements support children with SEN and their families?

What the school provides

- School has a Pupil Council which consists of pupils from class 2. Pupils complete an application form and are selected by staff. Members are elected each year.
- Pupil Council members meet regularly during the term and governors are invited to attend the meetings.

- Pupils are able to express their views and opinions in areas of the curriculum such as Personal, Social and Health Education (PSHE), Relationship Education, Religious Education (RE) and Collective Worship
- Pupils with SEN are invited to attend and contribute verbally and in writing if they so wish, to Annual Reviews and Individual Educational Support Plan reviews and evaluations.
- Headteacher has an Open Door Policy if pupils or parents wish to express concerns or make suggestions relating to the management of the school.
- Headteacher holds individual progress meetings with pupils.
- Parents have the opportunity to discuss their child's education and welfare during individual consultation meetings.
- Parents of pupils with SEN are invited to attend and contribute to Annual Reviews and termly Individual Education Support Plan reviews and evaluations.
- School has an active Parents, Friends and Teachers Association (PFTA) for parents to become involved in the life of the school.
- PFTA organises social and fundraising events for parents, pupils and friends of the school.
- Governing Body consists of Parent Governors.
- Elections to the Governing Body are held when vacancies arise.
- Governing Body supports the priorities of the school identified in the School Development Plan.
- School data regularly shared with governors to identify, target and support underachieving pupils or pupils with specific difficulties.
- The school works in close partnership with the church.
- Reverend Eileen Heaney regularly (at least twice a week) visits the school and is available at different times of the day to speak to parents and pupils.
- The school regularly invites parents to workshops and information sharing sessions to help support the education and welfare of their children.

What help and support is available for the family?

- Do you offer help with completing forms and paperwork? If yes, who normally provides this help and how would parents access this?
- What information, advice and guidance can parents access through the school? Who normally provides this help and how would parents access this?
- How does the school help parents with travel plans to get their child to and from school?

What the school provides

- Classteachers and Headteacher can offer help to parents with completing forms and paperwork if this is required.
- A noticeboard outside the school entrance contains information of upcoming events both in the school and local community and general useful information.
- School website has information, newsletters, guidance and advice for parents.
- Parents receive regular newsletters which contain advice, information and school news.
- School has a designated staff member Mrs Janet Lyness with responsibility for support for parents (Parent Support Advisor) if needed.
- School works with external agencies to provide support for parents if requested.

Transition to Secondary School

- What support does the school offer around transition? (e.g. visits to the secondary school, buddying)

What the school provides

- Each year, pupils transfer to several different high schools in Lancashire and Sefton.
- Pupils visit their forthcoming high schools for taster sessions.
- Secondary teachers from high schools visit the school to help ease the transition from Year 6 to Year 7.
- Transition meetings are held for pupils with EHC Plans. Pupils, parents, high school SENCOs and agencies supporting the pupils are invited.
- Additional taster sessions to high school for pupils with SEN are organised if needed.
- Transition courses for Year 6 pupils are delivered by external providers.
- Some high schools operate Summer Schools for pupils due to start in September.
- Leaflets advertising forthcoming events at high schools are shared with families.
- Information regarding pupils attainment, attendance and if relevant safeguarding/child protection records are shared with the relevant high school staff members.

Extra Curricular Activities

- Do you offer school holiday and/or before and after school childcare? If yes, please give details.
- What lunchtime or after school activities do you offer? Do parents have to pay for these and if so, how much?
- How do you make sure clubs and activities are inclusive?
- How do you help children to make friends?

What the school provides

- The school offers up to 15 hours per week part-time mornings only Free Early Education for all 3 and 4 year old children the year before they commence reception.
- The school day commences at 8.50am. Children can arrive at school from 8.30am each morning and are supervised in school at no extra cost.
- Before school (Early Birds) childcare is available each morning from 8.00am until the start of the school day for all Reception to Year 6 pupils. There is a charge for this facility.
- After-school childcare is available from 3.30pm until 5.30pm Monday to Thursday and 3.00pm until 4.00pm Friday for all full-time pupils. There is a charge for this provision.
- Throughout the year there is a wide range of extra-curricular activities including chess, cricket, tennis, coding, dance, gymnastics, athletics, and drama at a charge.
- Activities are available to all pupils in the designated age range assigned to that activity.
- Children new to the school are assigned a Buddy usually from their year group to help them to settle into school and make new friends.
- Holiday events and activities provided in the area are shared with parents and displayed on the school website.