



# Knowle DGE Academy

**SEND Information Report  
September 2023-24**

Procedure Reviewed by: Suzanne Nelson

Date: September 2023

To be reviewed: September 2024

## **Knowle DGE: Our Values and Ethos**

Staff and Governors of the Academy believe that young people at Knowle DGE will **DISCOVER** new learning opportunities and experiences at Knowle DGE. We will **GUIDE** each student towards these learning opportunities and in doing this are confident that each student will **ENJOY** their learning experiences at Knowle DGE.

In order to succeed, we aim to encourage every individual at our Academy to develop **BELIEF** in themselves to aim higher, to **REPECT** themselves, others and their Academy and take **RESPONSIBILITY** for their decisions and actions.

We recognise that we are **ALL EQUAL** and deserve the very best. We recognise that we are **ALL DIFFERENT** in the ways we learn and interact. We recognise that we can **ALL ACHIEVE TOGETHER**- as a Academy Community, as a student within the community and as a parent/carer.

Knowle DGE Academy is within the Bristol Local Offer which can be found at

<https://www.bristol.gov.uk/web/bristol-local-offer>.

## **Introduction**

Knowle DGE is a Special Academy for pupils with an EHCP. We are part of Midsomer Norton Schools Partnership and work in close partnership with the other Academies in the Trust.

The Academy accepts pupils from Key Stages 1 to 5 with a wide range and complexity of need, including Social, Emotional and Mental Health, Moderate Learning Difficulties and pupils on the Autistic Spectrum and with Speech Language and Communication Needs.

## **As an Academy we:**

- Ensure that all young people have access to good or outstanding teaching
- Provide a differentiated curriculum in order to meet the needs of the learners at Knowle DGE
- Check on the progress of the young people and identify, plan for and deliver any additional support the young people may need
- Provide personalised learning, which may include using additional providers, personalised timetables and use of specialist advice
- Work closely with multi-agencies in order to be able to support the young people as best we can

**Who can I speak to about my child's special educational needs?**

All teaching and support staff are trained in meeting the needs of pupils with SEND.

### **Learning Facilitators**

Learning Facilitators work within class on a full time basis. They support the young people in their learning and support the teacher in delivering the lessons. Learning Facilitators also run some intervention groups.

### **Tutors**

Each young person belongs to a tutor group. The tutor and Learning Facilitator will be the first points of contact to discuss any issues surrounding the SEND of those pupils.

### **Heads of School**

There are three different school areas at Knowle DGE – Lower School, Middle School and Upper School. Each area is led by Head of School. Heads of School oversee the pupils within that department. Should you wish to speak to the Head of School you can telephone in the first instance, or make an appointment if you would prefer. Heads of School can also support in meetings with Tutors.

### **SENDCo**

At Knowle DGE there is a member of the Leadership team with SENDCo responsibilities who will be available to discuss any issues that cannot be resolved by the Tutor or Head of Hub, or that need further support.

The SENDCo is responsible for:

- Managing the support for the young people with SEND and/or disabilities at Knowle DGE. The SENDCo will oversee that pupil's needs with SEND are met.
- Coordinating all the support for young people with special educational needs (SEN) and or disabilities, and developing the Academy's SEND Policy to make sure all children get a consistent, high quality response to meeting their needs in school.
- Making sure that the Academy Council is kept up to date about issues in the learning centre relating to SEND.
- Following a graduated response appropriate to the needs of the individual.
- Overseeing the annual review and ECHP processes

### **SEND Academy Councillor**

The SEND Academy Councillor is responsible for:

- Making sure that the Academy has an up to date SEND policy.
- Making sure that the Academy has appropriate provision and has made necessary adaptations to meet the needs of all young people in the Academy.

- Understanding and monitoring the support given to young people with SEND in the Academy.
- Reporting to the full Academy Council

### **How will the curriculum be matched to my child's needs?**

At Knowle DGE the curriculum is differentiated to meet the needs of our learners. Within classes, teachers differentiate by work given, support and teaching styles used in order to best meet the needs of the learners at Knowle DGE. Learning bases are set up to best support pupils with SEND. This also means there is a wide range of courses on offer varying from entry level to GCSEs.

### **How will my child be included in activities outside the classroom including school trips?**

Activities and school trips are available to all young people at Knowle DGE. Financial assistance via the school's Pupil Premium allocation is available to ensure access to all activities where payment is needed.

For activities out of school, risk assessments are carried out, and procedures are put in place to enable all young people to participate. If it is decided that 1:1 support is required to support a child, parents/carers or other staff may attend as an additional adult.

### **How will my child's progress be assessed and how will I know how well my child is doing at Knowle DGE?**

Each pupil's progress is monitored both academically and against their individual EHCP outcomes. Tutors, subject teachers or the SENDCo are happy to discuss how well your child is doing. Each tutor will send a newsletter home at the end of the term which will have information about upcoming events as well as academic, behaviour and attendance achievements of the class. Classes and Hubs also run regular coffee mornings which provides an opportunity for parents and carers to drop in to see how well their child is doing. Personal Support Plans are updated three times a year and parents and carers are welcome to come to the learning centre to participate in this. There is also a parent/carer evening in Term 2, and full reports are sent home in Term 6. EHCPs are reviewed annually and parents/carers are invited in to school to participate in that review.

### **What specialist services can the school access?**

We have access to a very wide range of specialist services as follows:

Educational Psychologists

CAMHS

School Nursing Team

Speech and Language Therapist

Within the Academy we have staff to deliver 1:1 academic interventions, speech and language interventions, therapeutic work and group or individual Nurture sessions.

### **What support will there be for my child's wellbeing?**

Each tutor provides pastoral care during morning registration every day as will the LF (Learning Facilitator) who is with the young people throughout the day. At Knowle DGE we have a team of support staff who provide social and emotional support and work on specific areas with the young people.

Each day every student has a Ways of Wellbeing (WoW) lesson which aims to improve students' skills and knowledge in five areas of wellbeing: giving, keep learning, be healthy, me in my environment and connect

Knowle DGE has the Nurture kite mark for being a Nurturing Academy. We have trained Nurture practitioners who see young people in groups to provide additional support to develop social and emotional skills.

The Academy has access to a wide range of professionals and can make referrals to other agencies in liaison with home.

### **Pupil Premium**

Pupil Premium was introduced in April 2011 and is additional funding which is allocated to schools to work with pupils who have been registered for Free School Meals (FSM) at any point in the last six years (known as "Ever FSM 6"). Schools also receive funding for children who have been looked after continuously for more than six months or who have been adopted having been previously in care.

### **What training opportunities are there for staff supporting children with SEND?**

Internally staff are trained and advised by the SENDCo and Strategic Leadership Team on issues relating to SEND. There is also whole school training for staff on SEND from external agencies. More specific SEND related training is matched to the needs of pupils in different departments, such as ASC training for staff that teach young people from Discovery Hub. Individual teachers, LFs, Intervention staff and Nurture attend training that is specific to their area.

### **How can I be involved in discussions about and planning for my child?**

Parents and carers are welcomed to the informal meetings and discussions such as coffee mornings, but are also encouraged to attend meetings such as to update the Personalised Support Plans and Annual Reviews/Education Health Care Plan reviews.

### **What are the arrangements for transition into or out of Knowle DGE?**

We recognise that each individual pupil requires a bespoke transition plan and so when we are named on an EHCP we work closely with the pupil, the parents/carers and the previous school to put in place the support needed to ensure a smooth transition. The package is dependent on the individual's needs and may include taster sessions, induction meetings and a personalised timetable. Likewise, when a pupil is moving to a new school we will work closely with them to ensure a smooth transition.

### **How do we consult with students?**

Each pupil is encouraged to be actively involved in their education and we seek their contributions to annual reviews, PEPs and PSPs. We collect student voice via an annual survey and we have a Student Voice group with representatives from each hub which meets six times a year. The results of the survey and the discussions in the Student Voice group are acted upon accordingly.

### **Who can I contact for further information?**

If you wish to discuss any aspect of your child's education, please contact:

- Your child's Tutor
- Head of School
- SENDCo or another member of the Strategic Leadership Team

### **What do I do if I would like to make a complaint?**

Please see the Knowle DGE website for further details.

### **Key Staff**

Alun Williams, CEO

Sophie Addison, Executive Headteacher

Kate Lee-Wells, Head Teacher

Nick Lee-Wells, Deputy Head Teacher

Suzanne Nelson, Assistant Head Teacher

Jenny Hughes, Assistant Head Teacher

Matt Franzke, Assistant Head Teacher

Nick Field SENDCo

## **Heads of Schools**

Hannah Harrold, Lower School

Rob Baker, Lower School

Craig Caradine, Middle School

Tamsin Karim, Middle School

Mark Scott, Upper School

Matt Carroll, Upper School

Jane Townsend, Upper School