September / October 2022 Parent Consultation on our Information Report

Parents were asked to help in reviewing our school's Information Report at the beginning of this academic year. In the first instance, this was through a SEN Coffee Morning where we looked at the document together and talked about how we might make improvements. Following this initial consultation, the Information Report was emailed to the wider parent body with the following message:

Dear Parents / Carers,

We would really appreciate your feedback on our SEND Information Report. It is intended to be a useful reference document for parents who have questions about how children are identified and supported with special educational needs and disabilities in our school.

It would be wonderful if you could have a quick look at the document and let us know your thoughts. You might like to comment on:

* Is it user-friendly?

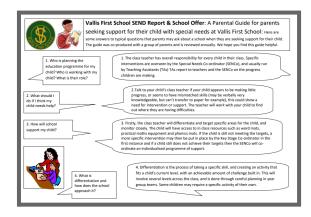
* Is it easy to navigate?

* Is it useful for parents with SEND concerns?

* Does it answer questions effectively?

* Are there questions missing that you would like to have answered?

The PDF document is 5 pages long and takes the format of questions and answers framed in speech bubbles. Clipart has been used to illustrate the document.



Several key themes were identified following the feedback that we received from parents:

- It is seen as a useful document
- It does answer some key questions
- Many parents like the Q&A format preferable to a lengthy word doc
- Questions could be bigger/bolder to aid skim-reading
- Navigation might be improved with clickable/collapsible headings
- Navigation could be improved with categorisation
- It might be helpful to break up larger sections of text
- Highlighting key terms would aid in skim-reading
- Some acronyms are not explained a glossary could help
- References to external agencies/services could be hyperlinked

- There is a mix of formal language and more personal writing from the school the personal tone is preferable
- It would be helpful to include information about how the school speaks with children about differences and diversity
- Embedded links for key terms would be appreciated
- Information about play times and lunch times would be helpful
- Testimonials/feedback from SEND parents would help future parents

The updated version can be found at https://vallisfirstschool.org/send-information-report/

- In this year's update we have used a clickable/collapsible web format to help with navigation of the document.
- There is more detail in this year's update in order to be compliant with legislation
- A glossary has been included
- Many suggestions made by parents have been implemented
- We plan to implement more suggestions over the course of the year

The web format now looks like this:

SEND Glossary	
Summary Of Feedback From Parents 2022-2023	
Section 1 - Aims	
What is the purpose of this document?	\sim
How does Vallis First School aim to approach the needs and provision for children with SEND?	~
Section 2 - Legislation And Guidance	
What legislation and guidance does this document comply with?	\checkmark

The linked PDF version looks like this:

Vallis First School SEND Information Report 2022 – 2023 Date Published: 16 th November 2022		
_	Section 1 - Aims	
11	What is the purpose of this document?	
	How does Vallis First School aim to approach the needs and provision for children with SEND	
-	Section 2 - Legislation and Guidance	
2.1	What legislation and guidance does this document comply with?	
	Section 3 - Definitions	
3.1	What are special educational needs?	
	What is SEND provision?	
-	Section 4 - Roles and Responsibilities	
4.1	Who is the SENCo and what are their responsibilities?	
4.2	Who is the SEND governor and what are their SEND responsibilities?	
4.3	Who is the headteacher and what are their SEND responsibilities?	
	What are the class teacher's responsibilities for SEND provision?	
	Who is planning the education programme for my child? Who is working with them? What is their role?	
	Who should I contact for further information?	
4.7	What training have the staff had to support children with SEN or disabilities?	
	Section 5 - Initial Concerns	
	What should I do if I think my child needs help?	
5.2	How will I know if my child's teacher has a concern?	
	Section 6 - Support for my Child	
	What kinds of SEND do you provide for?	
	How do you identify children with SEND?	
	How are children and parents involved? How will school support my child?	
	What is differentiation and how does the school approach it?	
	How do you adapt the curriculum and environment for children with SEND?	
	What support is there for my child's medical needs?	
	What support is there for my child's well-being and pastoral needs?	
	What specialist services and expertise are available or accessed by school?	
	Section 7 - My Child's Progress	
7.1	How does the school measure my child's progress?	
7.2	How do you set outcomes and assess against them?	
7.3	What opportunities will I have to discuss my child's progress?	
	Section 8 - Inclusion	
	How will my child be included in activities outside the classroom including school trips?	
	How accessible is the school? What adaptations have been made?	
	How does the school prepare my child for starting school, changes in school and transfer to	
oth	er schools?	
	Section 9 - Funding and Budgets	
9.1	How is the school's special needs budget allocated?	
	Section 10 - Support for Parents and Complaints about Provision	
	What do I do if I want to make a complaint about SEND provision?	