

Overleigh St Mary's CE Primary School

Old Wrexham Road, Handbridge, Chester CH4 7HS
Tel: 01244 981700
Email: admin@overleighstmarysce.cheshire.sch.uk
Website: www.overleighstmarysce.cheshire.sch.uk
Headteacher: Emma Drew



Who should I talk to in school about my child's SEN difficulties?

In the first instance, we always recommend that you speak to your **child's class teacher**, who is responsible for:-

- Checking on the progress of your child and identifying, planning and delivering any additional, individualised help your child may need (this could be targeted work or additional support) and letting the Special Educational Needs/Disabilities Co-ordinator (SENCo) know as necessary
- Personalised teaching and learning for your child as identified on the school's provision map
- Updating Pupil Profiles and devising SEN Support Plans alongside the child, parents, and SENCo
- Ensuring that the school's SEND policy is followed in their classroom for all the pupils they teach with any SEND

After this, it may be helpful to speak to or contact the **Special Educational Needs Coordinator (SENCo), Mrs Carol Hargreaves** (Working week: - Monday to Wednesday)
Telephone number: 01244 981700
Email: senco@overleighstmarysce.cheshire.sch.uk

The SENCO is responsible for:-

- Developing and reviewing the school's SEND policy
- Co-ordinating all the support for children with special educational needs or disabilities (SEND)
- Ensuring that you are:-
 - i) involved in supporting your child's learning
 - ii) kept informed about the support your child is getting
 - iii) involved in reviewing how they are doing.
- Liaising with all the other people who may be coming in to school to help support your child's learning, e.g. Speech and Language Therapists, Educational Psychologists.
- Liaising closely with the Head Teacher and SEND Governor.
- Updating the school's SEN Provision Map (a system for ensuring that all the SEND needs of pupils in this school are known) and making sure that records of your child's progress and needs are kept.
- Providing specialist support for teachers and support staff in the school, so that they can help children with SEND in the school to achieve the best progress possible.
- Monitoring the progress and effectiveness of provision, (with the Senior Leadership Team).

Overleigh St Mary's CE Primary School

Old Wrexham Road, Handbridge, Chester CH4 7HS
Tel: 01244 981700
Email: admin@overleighstmarysce.cheshire.sch.uk
Website: www.overleighstmarysce.cheshire.sch.uk
Headteacher: Emma Drew



The Head Teacher Miss Emma Drew may also be contacted.
Telephone number: 01244 981700
Email: head@overleighstmarysce.cheshire.sch.uk

The Head Teacher is responsible for:-

- The day-to-day management of all aspects of the school
- Liaising closely with the SENCo & SEND Governor
- The Head Teacher has overall (final) responsibility for ensuring that your child's needs are met

The SEND Governor Miss Janet Davies may also be contacted.
Telephone number: 01244981700
Email: janet.davies@overleighstmarysce.cheshire.sch.uk

The SEND Governor is responsible for

- Supporting the school to evaluate and develop their provision for pupils with SEND.
- Liaising closely with the SENCo & Head Teacher.