

## What's an EHC Plan?

An EHC Plan is a legal document that describes a child or young person's special educational, health and social care needs. It explains the extra help that will be given to meet a child's needs and how that help will support a child to achieve what they want to in their life. It includes a detailed description of the child's needs.

The whole EHC assessment and planning process takes up to a maximum of 20 weeks from when a request meets the eligibility criteria. This process is only appropriate for a very small number of children.

## Contact details in school:

SENCO  
**Corina Antcliff**

Assistant Head of Inclusion  
**Emma Wayper**

Governor with SEN Responsibility  
**Margaret Anderson**

The above staff/personnel can be contacted at  
Watercliffe Meadow.



# Watercliffe Meadow

*The World is Ours!*

## SPECIAL EDUCATIONAL NEEDS AND MY CHILD

Information Leaflet for  
Parents & Carers



**Watercliffe Meadow**  
Boynton Road, Sheffield, S5 7HL.  
Telephone 0114 2326603.



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The purpose of this leaflet is to help you understand how provision is made in school for children with special educational needs & disabilities (SEND).

### How can school help my child?

Every child is individual and all children develop and learn at different rates. This means that different teaching styles will be used in the classroom to support individual children with their learning.

All schools provide a cycle of planning, teaching, assessment and evaluation that takes account of the wide range of abilities, aptitudes and interests of children.

Most children will benefit from these different approaches and will make appropriate progress, whilst other children may require additional support.

### What if my child requires more support?

If you or the school are concerned that your child is not making adequate progress it is possible that they may have special educational needs. The SEN Code of Practice sets out a graduated approach that recognises that children learn in different ways and can have different needs and levels of SEN.

At Watercliffe Meadow we:

- Follow the guidance in the SEN Code of Practice
- Have a written SEND policy and report annually on the SEND policy to governors.
- Inform parents and carers if your child has special educational needs and of the special provision being made.
- Have a member of staff appointed as the Special Educational Needs Co-Ordinator (SENCO).

### How does the SENCO help my child?

The SENCO will:

- Help to decide if your child has special educational needs.
- Take the lead in further assessment of your child's particular strengths and weaknesses.
- Help plan future support for your child called SEN Support
- Ensure that appropriate records are kept of their progress.
- Ensure that the appropriate school staff talk to you and other professionals involved with your child.
- Advise and support other members of staff in the school.

### The Different Stages of SEN

#### What is SEN Support?

The school must tell you when they think that your child has special educational needs. Your child's teacher or the SENCO will collect information about your child, which may include additional information from you and other people who work with your child. They will discuss with you what extra or different help is needed. This is called SEN Support.

**There may be a need at this stage to refer to outside agencies such as speech and language, Autism Team or Educational Psychologist, but this will always be discussed with you first.**

**Parents can also refer to Sheffield's Local Offer website ( [www.sheffielddirectory.org.uk](http://www.sheffielddirectory.org.uk) ) to see what other advice is available.**

The school will review your child's progress 3 times a year during SEND meetings.

SEN Support will continue until it is no longer needed or it is decided that your child needs to be monitored via a **My Plan** due to the need for more specific, high needs support.

#### What is a My Plan?

A **My Plan** is issued and maintained by the setting (school, nursery or college) instead of the local authority and is not legally binding. The **My Plan** includes a one-page profile with key information about your child, a description of your child's educational, health and social care needs, the outcomes your child is working towards, a description of the support required and a section on transition planning.

The **My Plan** is reviewed with parents and any professionals involved with your child at least 3 times a year. If your child makes less than expected progress even though the setting has been providing specific, high needs support then a request to assess for an EHC plan may be considered. This decision is generally made after at least 2 cycles of the **My Plan** review process.

