



Elstree School

Including all of the Pre-Prep Department and Early Years
Foundation Stage

Special Education Needs and/or Disabilities Policy and EAL Policy

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Person responsible for Policy: SLA Responsible Governor: Emma McGrath

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1. Introduction

The standards of practice we seek to attain are concurrent with those set out in the Code of Practice on Special Educational Needs, July 2014, published September 2014, revised January 2015, valid from 1st April 2015 (The Code) and Children and Families Act 2014 with particular regard to Elstree and the Pre-prep's specific needs.

2. Aims

- All pupils with Special Educational Needs and/or Disabilities (SEN/D) must have their needs addressed.
- All pupils with SEN/D must be identified at the earliest opportunity, assessed, and with agreement from parents, sent on for further assessment by an Educational Psychologist, or other specialist, if necessary.
- Each pupil must be taught according to his/her special needs and be assisted in regaining his/her self-confidence by providing a programme that enables them to achieve and experience success.
- There should be regular recording of a child's SEN/D, the action taken and the outcome.
- Information arising from the child's previous educational experience should be used to provide starting points for the development of an appropriate curriculum for the child.
- To anticipate barriers that a pupil will face and by making reasonable adjustments to remove or minimise them.
- To listen to the pupil in order to better understand what may constitute a barrier for them and what methods they find effective enabling them to access the curriculum.
- To inform the child's parents that special educational provision is being made for the child and gains their permission that this should be carried out.
- To ensure that on-going observation and assessment provide regular feedback to teachers and parents about the child's achievements and experiences and that the outcomes of such assessment form the basis for planning the next steps of the child's learning.
- To improve the understanding of, and co-operation with, parents of pupils with SEN/D.
- To ensure that staff are aware that all pupils with Special Educational Needs and/or Disabilities are the shared responsibility of all.
- To continually develop an understanding and awareness of all staff in order to maintain this whole-school approach.

The aims and ethos outlined here will be taken as read by each member of the Learning Development team who will be expected to adhere to these in their role as teachers of pupils with Special Educational Needs and/or Disabilities.

The following document follows the Headings used in the '*Code of Practice for Special Educational Needs, 2015*', DfE, '*Children and Families Act 2014*' as closely as possible, and where applicable to Elstree School.

3. Definition of Special Educational Needs and/or Disabilities at Elstree

Children have Special Educational Needs and/or Disabilities if they have a *learning difficulty* which calls for *special educational provision* to be made for them. At Elstree this special educational provision given by the Learning Development Department (LDD) and is known as Learning Support (LS) and can include provision within the classroom and/or within the Department. Children are not regarded as having a learning difficulty at Elstree because their first language is not English.

For administrative purposes, however, the EAL teacher liaises with Learning Development and shares accommodation space for filing and resources.

Learning Development gives support and help to the teacher responsible for EAL.

4. Current Members of the Learning Development Department

Mrs S. L. M. Attwood B.Ed (Hons), Cert OCR, Sp.L.D. (Head of Department), (SLA)

Mrs D. Preston BA Ed, (DP)

Mrs D Ffrench BA, P.G.C.E. T.E.F..L, (DF)

Mrs G MacEwen B. Ed. (Hons) (GM) EAL teacher

Mrs H. Hampson

Governor with special responsibility for Learning Support: Mrs E.L.D. McGrath

5. Provision

Teaching in the LDD is offered to any pupil deemed to have Special Educational Needs and/or Disabilities (SEN/D). A specialist teacher gives lessons on a one-to-one basis, (occasionally in groups, if appropriate). The Learning Development team consists of 6 teachers with the appropriate training. Four teachers are dyslexia specialists and have attended appropriate courses for this. One teacher has responsibility for EAL pupils in conjunction with her Learning Development pupils. The team teach both at Pre Prep and Elstree as required. The teaching takes place on Mondays – Saturdays following the school timetable. Lessons cover a 30 minute period at Elstree and 30 minutes at Pre Prep. Some pupils are taken out of lessons after consultation with their teachers. Teaching and assessing are carried out in the Learning Development Department situated in the Sunley Rooms. EAL is situated in the Music School. The rooms are provided with computers and printers, tablets and white boards.

Parents pay for all lessons unless special arrangements have been made for pupils to come out of a whole subject (eg Latin/TPR). A list of these lessons is presented to the Bursar. The school provides folders, exercise books and paper as well as index boxes, speed sound packs and most extra items. *Where appropriate pupils receive Additional Tuition Support Sessions by Gap Students or the TA, supervised by Learning Development Teachers. These are in addition to their Learning Development lessons and are generally not charged to the parents.*

6. Identification

The LDD recognises the importance of early identification, assessment and provision for any child who may have Special Educational Needs and/or Disabilities (SEN/D). The earlier action is taken, the more responsive the child is likely to be, and the more benefit to his self-esteem it is likely to give. With this in mind, the Head of Learning Development scrutinizes all school screening tests including the SWST, PTE, PTM, CAT scores and if felt necessary, completes further testing.

To ensure the on-going identification of pupils with SEN/D at Elstree there is a continual dialogue and watching brief kept within Common Room.

The school is also open and responsive to expressions of concern by parents and passes on to Learning Development any information that parents provide about their child.

7. National Curriculum

The LDD aims to help every child access the Curriculum as it applies to Elstree.

In order to achieve this, it is important that all members of Common Room are aware of Specific Learning Difficulties (SpLD) and the ramifications these can have for a child in the classroom. Indeed

the ethos of the school is one of increasing the understanding of, and support for, the child with SEN/D and this is largely achieved through dialogue between the teachers of Learning Support and Common Room. It is also essential that all members of Common Room are aware which pupils have SEN/D, and to this end, Learning Development keeps an up-to-date register called the LDD list in a folder in the All Staff Team. In order to help members of Common Room recognise the specific strengths and weaknesses of the pupils with SEN/D, Learning Development teachers summarise all EP/specialist reports to make them more teacher-friendly. These can also be found in the All Staff team.

8. Graduated Response

The action and intervention given by the LDD to any individual child is designed to help the child towards independent learning. LDD usually gives 1 or 2 literacy lessons per week to a child with SEN/D, but in exceptional cases it has been increased to 3. Some pupils receive one or two numeracy lesson as well as 2 literacy lessons, whilst others only need one lesson per week of either literacy or numeracy, and others will need a course of a few lessons only. In exceptional cases, it is deemed best for a child to discontinue an academic subject such as Latin or TPR and substitute additional Learning Support lessons. Some pupils only need additional help with Study Skills. The duration of time that a child continues to have lessons with the LDD is under constant review. LS lessons may be discontinued or reduced in number once a child has made sufficient progress. The LDD endeavours to ensure that the provision for a child with SEN/D matches the nature of their needs. Great regard is given to recommendations made by Educational Psychologists (EPs) or other experts, as well as the assessments made within the department, or from referrals by previous schools.

9. Record Keeping

The Head of Learning Development has the responsibility for ensuring that the records of individual children are properly kept and available as needed. She is helped in this duty by the LD teachers.

The main records are kept in files in the locked filing cabinet in the Learning Development Department and/or in the LDD folder on the school system (LDD Team).

They include:-

- EP's report
- Summary of EP's report
- Relevant emails.
- Individual Pupil Termly Pupil Passport
- Lesson plans

Key Information is also entered on ISAMS and is readily available to all staff. This includes:-

- Summary of EP's report or other specialist report
Staff also receive an updated LDD list regularly and are able to access this in All Staff Teams as well as EP summaries.

10. Working with other Providers of Support

Many children with Special Educational Needs and/or Disabilities have a range of difficulties and the achievement of educational objectives is likely to be delayed without partnership in the child's education between all concerned. The LDD will liaise closely with other professionals advising support programmes for an individual child. This may include –

- Educational Psychologists
- Optometrists
- Speech and Language Therapists

- Occupational Therapists
- Behavioural Therapists
- Paediatricians
- Perceptual Therapists
- Child Psychiatrists

11. The Role of the Head of Learning Development.

- Maintaining the school's SEN/D register
- Over-seeing the day-to-day operation of the school's SEN/D policy, and its strategic development
- Leading and managing the LDD specialist teachers
- Liaising with the Headmaster, Director of Studies and Senior schools regarding ISEB pre-tests and CE for SEN/D and EAL pupils.
- Liaising with, and advising, colleagues in Common Room, including peripatetic teachers.
- Managing any teaching assistants (LS Classroom Assistants, Gappers and volunteers)
- Ensuring adequate communication with, and involvement of, parents
- Overseeing the records for all pupils with SEN/D
- Contributing to department training
- Contributing to in-service training in wider school context
- Liaising with external professionals
- Developing the department's, and school's awareness, and implementation of, the SEN/D Code Of Practice 2014.
- Appraising Learning Development's effectiveness within the school
- Monitoring the identification and assessment of pupils with SEN/D
- Promoting and developing the interests of the pupils with SEN/D as a whole school policy
- Informing the school governors of policies and practices for SEN/D, through the headmaster and the Responsible Governor.
- Promoting good practice within the LDD including the observation of lessons with feedback.
- Keeping abreast of developments and research in SpLD
- Liaising with Admissions of pupils visiting/coming to the school and leaving

12. Monitoring children's progress

This is done both formally and informally.

Informally, there is a constant dialogue between LD teacher, form tutor, subject teachers, pupils and parents as to how successfully the pupil can access the curriculum.

Formally, the LD teacher will:-

- Re-assess the Individual Pupil Passport on a termly basis
- Carry out reading and spelling tests bi-annually
- Carry out any additional test that is deemed appropriate
- Monitor the progress made in each lesson
- Look at bi-annual exam results
- Check the results of regular screening tests for reading comprehension.
- Provide a termly written report of progress to parents
- EAL tracking termly and uploaded annually to ISI portal
- GL Assessment Reviews
- Internal Exam Result Analysis
- Weekly Academic Tracking Meeting (Tuesday 8am)

13. Action at School

The Head of LDD plans the future support for a particular pupil in discussion with colleagues and parents. The child's form tutor remains responsible for working with the pupil on a daily basis. Learning Support provides learning that is additional to, and different from, that provided as part of the school's usual differentiated curriculum.

14. Nature of Intervention

A child is offered lessons by a specialist teacher when their Special Educational Needs and/or Disabilities cannot be met solely in the classroom. These lessons are structured, cumulative and multi-sensory. Each lesson is individually planned to the pupil's Learning Style and Needs. A scheme of work is prepared termly for each pupil. Most lessons are provided on a one-to-one basis, but can be given in small groups of 2 or 3 if appropriate.

15. Pupil Passport

Elstree no longer has formal IEPs, as such, for its SEN/D pupils.

The following records, suggestions, programmes and targets all take the place of IEPs, and are thought to be more relevant to, and work better in, the school's system.

- Each child has a Pupil Passport designed for them each term which specifies the SEN/D information, Healthcare, Long Term, Medium Term and Short Term aims for that child with regard to their LS work.
- Each term he has a report written for parents by his LDD teacher.
- Lesson plans contain SMART targets (Specific, Measurable, Attainable, Reasonable, Timed) that are easily achieved to maintain confidence and self-esteem.
- The Pupil Passport and the termly report are built up cumulatively to form a 'history', or profile, of the pupil's LD requirements and teaching. All documentation is shared with the parent/carer, student and class tutor.
- HOD keeps all information on ISAMS, academic resources and the LDD list up-to-date for all members of staff.

16. Reviewing Progress of Pupils

On an annual basis, the pupils on the SEN/D register are either formally re-assessed in the department, or an informal check with parents and/or form and subject teachers is carried out.

17. Reviewing Progress of Pupils being taught by the Learning Development Department

- Progress will be reviewed with parents formally once a term at the LDD Parents' Evening.
- Progress will be reviewed informally with Common Room members through constant exchange of information on an on-going basis.
- Progress will be reviewed by the LDD informally, at weekly academic meetings if necessary, and also formally at the end-of-term departmental meeting.

If there are any major concerns, the LDD teacher may wish to set up a meeting with the Form Tutor and parents, and a member of the Boarding staff (if relevant). If teaching targets are not achieved, it may be necessary to change the teaching strategy or the resources being used, or consider that the target is not appropriate. It may be necessary to break the target down to smaller steps or choose an alternative target within the same area of need, then return to the original target at a later date. Teachers can consult team-members for advice, or the Head of Department, at any time.

Adequate progress might be considered as that which:-

- Closes the attainment gap between the pupil and the pupil's peers
- Prevents the attainment gap growing wider
- Is similar to that of peers starting from the same attainment baseline, but less than that of the majority of peers
- Matches or betters the pupil's previous rate of progress
- Ensures access to the full curriculum
- Demonstrates an improvement in self-help, social or personal skills
- Demonstrates improvements in the pupil's behaviour

In evaluating the pupil's progress, it is important to have a reason for any lack of progress and to know why a target has not been achieved. The teachers involved can then consider changing their methods.

There are screening and monitoring processes that take place on a regular basis that will also help to determine if the pupil is making adequate progress as stated above.

18. School Transfer

Most pupils transfer to Public Schools at the end of Year 8. The Head of LDD will have made contact with the Senior school prior to the child taking Common Entrance and provided relevant information in conjunction with the Headmaster and the child's LDD teacher.

If a boy leaves before the end of Year 8, the Head of LDD will write a report to be included with one from the Headmaster, and often suggests contact by telephone.

19. Future Areas for Development

2021-2022

- To continue to seek ways of improving the integration of the work of the LDD with all other departments in the school, in the interests of the pupils, and of the school in general.
 - To further develop the use of IT within the department, and the IT training of Learning Development teachers.
 - To improve the range of IT programmes/technological aids in the department, including voice-activated programmes for laptops and c-pens.
 - To increase touch-typing provisions by offering increased number of sessions for children per week, holiday courses and improving the status within school.
 - To instigate further Inset courses to highlight aspects of Special Needs teaching in the Common Room.
 - To purchase further testing material.
 - To work towards the Code of Practice July 2014

20. Ethos of Learning Development

STAFF

Learning Development like to be known as a 'team'.

This is because:-

- Each member of the team wants the best for each LDD child, not just their own charges.

- Each member of the team has different areas of teaching strengths and weaknesses and is correspondingly supportive to their team members.
- Each member of the team is keen to promulgate the understanding of Special Educational Needs/Disabilities (SEN/D) throughout the school.
- Each member of the team is encouraged to keep abreast of current developments in special needs through attendance at courses, and through reading the relevant periodical magazines to which the department subscribes.

LESSONS

The over-riding aim for all team members is that a child leaves a LS lesson feeling better about their self than when he had arrived.

21. Types of Special Educational Needs and/or Disabilities Typically found at Elstree

Most of the pupils with SEN/D at Elstree have literacy difficulties caused by dyslexia and/or dyspraxia and/or dyscalculia. A few pupils have speech and language disorders, and some suffer ADD or ADHD, mild Asperger's syndrome or Pragmatic Semantic Word disorder.

Some pupils have difficulties in more than one of the above mentioned areas and some only one.

22. Writing a Pupil Passport

1. Each Learning Development teacher should write a Pupil Passport for each pupil each term.
2. A copy of this plan is kept in the LDD team on the school system.
 - a. This Pupil Passport should include:- Prospective schools, Health issues, Long Term aims for each pupil, Medium term aims for the current academic year and Short Term plans covering (as appropriate): -
 - a) teaching points for spelling and/or numeracy
 - b) areas for extending reading and/or maths
 - c) study skills
 - d) cognitive skills

At the beginning of each term each LD teacher should:-

- Re-locate information in the LDD Team
- Update the Pupil Passport for that term. Please note, it is to be a working document. It should, therefore, be a useful plan for each individual LD teacher to work from, rather than necessarily being a uniform text.

23. Lesson Plans

- The over-riding aim for all team members is that a child leaves an LD lesson feeling better than when they arrived.
- Lessons are structured, cumulative and multi-sensory.
- Each lesson is planned individually.
- Lesson plans should include certain standard items but need not be uniform in format.

The headings to be included are:-

Week/Date

Review

SMART target

New Teaching Point (TP)

Outcome (how far/well the pupil has progressed during the course of the lesson(s))

Evaluation (of own teaching methods and their success, where possible)

- A common pro forma for LDD plans (given the common emphasis on a multi-sensory, structured cumulative approach) is a further aid to monitoring and evaluating the work of the department.
- If a pupil receives 2 Learning Support lessons per week it is acceptable to have one lesson plan covering both lessons, as long as this is clear.
- Lesson plans are discussed at LDD meetings once a year and are looked at annually by the Head of Department.

24. New Pupils' Screening Tests

All new pupils are given initial screening tests on entry to the school. In the Autumn Term, all new pupils are given group tests by the teachers of those year groups as well as being tested using the GL assessment dyslexia screener.

Current Screening Tests for All New Pupils:

- Single Word Spelling Test (group) all years
- 10 minutes' free writing (group) all years
- GL Assessment Screening

The scores and information gathered by these tests are collated and marked on individual forms which are filed and kept in the LDD for the duration of the pupil's time at Elstree. Those pupils appearing to have problems are discussed and, with the agreement of the Headmaster and parents, are further assessed, and then taught by the LDD. After a period of time, if there is further need of diagnosis, it is suggested that the pupil be seen by an Educational Psychologist or other specialist either at the School or, if the parents prefer, by an E.P. of their own choice.

A copy of such a report is taken for the LDD, and the relevant LDD teacher will summarize the report. Close liaison with Pre Prep and other pre-preparatory schools is carried out to check that pertinent information on new pupils is carefully noted and filed, and that specialist teaching is a continuation and development of previous practice.

25. School Assessment monitored by the Learning Development Department.

EYFS – Nursery and Reception

The children in the Foundation Stage at Elstree Pre-Prep are continuously assessed based on the observations by teachers and classroom assistants during the children's day-to-day activities. The observations are systematic and are used to identify learning priorities and plan next steps for each child.

We use Arc Pathway, an online assessment platform, to track children's achievements and to plan next steps. This is closely linked to the Development Matters document. A child's arcs are shared with parents during parents' evenings, meetings or on request. Next steps are created for each child and these are used to inform our planning. These are also shared with parents (each term) so that they can focus on these areas at home with their children too.

During the last term in Reception, the children are assessed against the Early Learning Goals and their Early Years Profile is completed. The results of these are sent to the child's parents, to the West Berkshire Education Authority and also passed onto the Year 1 teachers to inform their groupings and planning.

Years 1 and 2

Formative assessments inform most of our teaching, responding to the children's evolving needs throughout each lesson and each day.

In addition, a number of summative assessment are used to track and monitor progress.

- Abacus maths assessment at the end of each unit (half termly) which cover problem solving and arithmetic. These highlight whether children are 'on track' or whether they have any gaps. Interventions can then be put in place to support or extend children.
- A piece of unaided writing each term. This piece of writing is assessed using the adapted Oxford Writing Criterion Scale and next steps for children are identified. This will be carried out at the start of each term with progress monitored and responded to.
- Year 1 do the Jolly Phonics reading assessment at the start and end of the year. This is used to help confirm their reading and comprehension level so that scheme books can be matched accordingly.
- GL Assessment Progress Tests (hard copy) in the Summer Term to ascertain progress in English and Maths. These are used to begin to track progress in pupils' knowledge, understanding and application of these Core Subjects. It tracks pupils at an individual and cohort level, highlighting areas of strength and weakness in learning. It is standardised on over 100,000 pupils. The results of these are discussed with our Head of Learning Development, year group teachers and Head of Pre-Prep. We create a list of children to monitor and refer to it throughout the year.
- INCAS testing used to be carried out during the Summer Term (with the exception of ST20 due to Covid 19) and from September 2021, we will carry this out in the Autumn Term for Year 2. We will analyse the results and compare them with the Summer Term PTE and PTM results. Discussions take place with our Head of LDD, year group teachers and Head of Pre-Prep and the list of children to monitor is updated.

As well as academic progress, assessments are made of the children's attitude and social behaviour. This is done informally all the time, with any relevant comments recorded by the teacher on ISAMs.

In Years 3-8 the current whole school screening tests are:

- SWST at the start of the academic year – all children years 3-8
- 10 minute piece of free writing – start of Autumn term
- CAT tests Autumn Term
- PTE and PTM Summer Term

If any concerns are noted in the scores for an individual child, these will be discussed with the form tutor, the child's teachers and parents, and further assessment may be carried out by the LDD. Specialist teaching will be started if it is deemed necessary. Often, the most useful monitoring is done by individual teachers noting haphazard spelling in class work or exam papers; and doubts expressed in this way will lead to the involvement of the LDD for further assessment.

26. SEN/D Information

Learning Development is responsible for ensuring that Common Room staff has information regarding any SEN/D of all new pupils to the school. To this end, relevant information is recorded on ISAMS and also in the All Staff team

The LDD is responsible for recording:

1. The relevant data for each pupil on completion of their initial screening tests on entry to the school.
2. Any other relevant external information regarding the existence of EP's reports or any other specialist report.
3. Access arrangements / exam concessions if required.

The purpose of the LDD list is to make skeleton, but pertinent, information easily accessible to all members of the Common Room.

27. Continuous Assessment

In addition to the routine assessment of pupils currently taught by the LDD individual teachers will use a variety of tests, available in the LDD resources cupboard, for further diagnosis of their pupils if necessary.

28. Educational Psychologist's/Other outside professional's Reports

If an EP/outside professional report is suggested to parents, the HOD is able to suggest professionals known to the school to these parents, although sometimes families know of other professionals that they wish to use. Wherever possible, communication with Elstree is suggested and welcomed. This enables the school to provide information so that the assessor has a complete picture of the child involved. Eg. any testing that has been completed by the LDD is shared.

Learning Development has a selection of Educational Psychologists (some specialising in different Specific Learning Difficulties) together with Speech and Language Therapists, Optometrists etc.) All details are available in the LDD Team.

An EP assessment takes about 2 hours and is a comprehensive test of IQ and attainment. Any signs of Dyslexia/Dyspraxia/Specific Learning Difficulty should become apparent during the course of the session. Parents discuss the outcomes with the EP in person, and are then sent a written report by the EP. JCQ now requests a full EP report in Year 9.

Assessments carried out by other professionals vary in length and may be carried out at school.

There is a varied procedure for referring a boy for an assessment. It might be suggested to the Head of LDD that a child could be a candidate for referral to an outside professional by:

- A parent
- The Headmaster
- The form tutor
- The English teacher
- General discussion at a Common Room Meeting
- Informal discussion in the Common Room
- The pupil's LDD teacher
- As a result of New Pupil's Screening test
- As a result of a subsequent screening test carried out by the LDD

29. Procedure for Writing Summaries on a Pupil's Educational Psychologist's / Other outside professionals Report

When a report on an individual is received it is given to the Head of LDD. If it is emailed to the school it should be **printed out onto a hard copy and kept in the LDD locked file the email is stored secured in the boys area in the LDD Team** for confidentiality purposes. The Head of Department photocopies the report.

The Head of Department then gives the report to the LDD teacher who is involved with that particular boy.

The LDD teacher should then:

1. Write a summary of the report, which should:
 - a) Summarize the essence of the actual EP's report, not her own personal reflections.
 - b) Be brief, preferably no longer than one page.
 - c) Send it to the parent for their input and approval.
 - d) Email the summary to the form tutor and all who teach the student.
 - e) A copy is then put in the LDD file and electronically in the LDD Team
2. The LDD should discuss the full report with the Form Tutor. They should decide whether it would be beneficial to have a meeting with the pupil's subject teachers to discuss pertinent aspects of the report and, if so, make suitable arrangements for this.
3. The LDD team should also ensure parents understand the essence of the EP report and its recommendations. The relevant section of the SEN/D register should be filled in by the LDD teacher. It is important that members of the Common Room are kept well informed regarding which pupils are in possession of an EP's report.
4. Liaise with Common Room (CR) Staff
5. If a child has been assessed by a Local Authority any Education, Health Care Plan will be provided for according to the requirements of the plan for each individual child.

30. Communication between the Learning Development Department and the Common Room

General

- All members of CR are invited to observe an LDD lesson.
- All members of CR are invited to ask LDD for individual input on any aspect of Special Needs.
- All members of CR are welcome to borrow specialist books from the LDD.
- Leaflets on identifying and dealing with SpLD pupils in the classroom are distributed around CR from time-to-time
- Courses on SpLD are advertised in CR
- Feedback sessions given by an LDD teacher after attending a Course, to members of the appropriate subject department.
- Informal interchange of ideas on different teaching strategies between the LDD and other members of CR encouraged.
- Subject teachers will sometimes ask an LDD teacher to reinforce a particular lesson with their pupils on an individual basis and in a multi-sensory way.

Individual

- Information on those pupils with EPs / other professional's reports is made widely available.
- Lists of pupils who are currently taught by the LDD, but who do not have an EP's report, is noted on the SEN/D register.
- A summary of a pupil's EP's report is circulated by the responsible LDD teacher, discussed with the pupil's form tutor, and then a meeting called with the pupil's subject teachers if necessary.
- Information on reading and spelling tests discussed with form tutors.
- All Pupil Passports are placed in the LDD Team.
- LDD teachers, when necessary, discuss individual pupils in CR briefings and CR meetings.
- LDD teachers continually discuss their pupils with form tutors, subject teachers, Director of Studies and/or Headmaster in CR at 2nd breaks, lunch or tea breaks, or any other available time.

- LDD teachers liaise with the English teacher and other subject teachers before a Parents' Meeting.
- There is often an exchange of teaching materials from the LDD to a subject teacher, or vice-versa, in respect of a particular child
- The LDD teachers receive copies of exam papers and class work when required.

31. Liaison with Parents

It is important that Learning Support is a team effort between teachers, pupils and parents. With this in mind, it is essential that there are easy channels of communication between a pupil's parents and their LDD teacher, and that the LDD teacher should keep frequent contact with parents by email or telephone. All major issues that are discussed with parents should be recorded in writing and placed on file.

32. Procedures for Initiating Learning Support

Once it has been decided that a pupil would benefit from LS, the Head of Department discusses his provision with the LDD team to decide who can best fit them into their teaching timetable. The parents are then consulted by phone or in person, if this has not been done already. The nature and course of the lessons is then outlined to them and a guideline given as to how long the course might take. Head of Department then emails the parents confirming the cost of the lessons and recommended number per week. On receipt of written permission lessons may commence.

33. Timetabling LS Lessons

It is school policy that the top priority is not to disrupt the learning of common Entrance subjects in main-stream classes. When time-tabling Learning Development teachers should bear in mind the following points:

- Free time, First Break, and Rest, to be allocated first to those at the top of the School.
- Some games periods to be used for those who are not good at, or who dislike games and a list submitted to Head of Games.
- Class music sessions with referral to Head of Music.
- Some Art/DT/Computer lessons to be used, if it is possible to make up these lessons in free time and if the boy is willing.
- Some prep. times to be used if the prep. can then be done in a Rest period.
- If a student is taken out of a class it is imperative that he makes up what he has missed.
- Every attempt is made by Learning Development to accommodate the wishes of the pupil and/or the parents regarding the timetabling of individual lessons, as far as this is possible.

Timetables are available in academic resources and in the LDD folder.

The lessons are:

- usually 1 to 1
- usually of 30 minutes duration (i.e. a school lesson period)
- planned
- structured, multi-sensory, and cumulative
- follow a spelling/numeracy scheme, and teach Study Skills

34. Additional Learning Support Provision

Additional learning support is organised on a rota basis by learning support for non-independent readers throughout the school. These ALS sessions are taken by Gappers directed by the LD teacher of each pupil. They usually take place during prayers, assembly or Form Time. The LDD teacher will also provide the relevant resources for these sessions. Some pupils are encouraged to work independently during Rest. They are reminded by their LDD teacher and are provided with relevant material by them. On request, holiday prep is provided for most pupils by their LDD teacher. This work is voluntary.

The above provision is in addition to the LS Lessons, and is not charged to the parents.

35. Responsibilities of Learning Development teachers (in addition to individual lessons)

- To co-ordinate, plan and prepare for individual pupil's tuition support sessions if needed
- To organise and support other specialist programmes for individual pupils.
- To familiarise themselves with 7 or 8 academic subjects at 6 different year levels in order to support their pupils, as necessary, in the curriculum.
- To plan and arrange their own timetable or lessons termly around the school timetable.
- To make every effort to re-arrange any missed lessons.
- To keep themselves up-to-date professionally by attending courses and reading new publications and periodicals.

To liaise about their pupils with –

- Parents
- Form tutors
- Subject teachers
- Heads of departments
- Common Room
- LD department colleagues
- Headmaster
- Educational Psychologist/or other Specialist
- Housemaster (re pastoral matters)

To attend meetings of:

- Common Room if specifically requested
- Parents (Individual meetings by request and School Parents' Evenings)
- Head of Departments (2x termly)
- Learning Support (weekly)
- In-Service

To compile the following records on a termly basis:

- Individual Pupil Passports
- Learning Support school reports
- Lessons delivered for accounts department.
- Information on SEN/D register
- LS timetable + circulation
- Record of LS provision
- Termly class reports

And also at other intervals:

- Summaries of EP's reports + circulation
- Special Needs reports for ISEB for Leavers Year 8
- Communications with Parents
- Record of resources

36. Responsibilities of Head of Learning Development (in addition to individual lessons)

General

- Overseeing the day-to-day operation of schools SEN/D policy
- Leading the Learning Development team of part-time specialist teachers
- Liaising with, and advising, colleagues
- Managing teaching assistants (Gappers)
- Overseeing the records for all pupils with SEN/D
- Contributing to department training
- Liaising with external professionals
- Developing the department's awareness, and implementation of, the SEN/D Code of Practice 2014, and other national guidelines, Children and Families Act 2014.
- Promoting and developing the interests of the pupils with SEN/D as a whole school policy
- Liaising with the Governing Body and, in particular, with the Governor with specific interest in Learning Development.
- Giving guidance on differentiation where possible, and also on the specific implications in the classroom of particular learning difficulties and general teaching strategies to overcome these.
- Evaluating the overall success of Learning Development's SEN/D provision including its planning and delivery.
- Liaising with other schools to help ensure provision of best practice at Elstree.

Specific

- Running the Department (Personnel)
- Recruiting staff and delegating pupils.
- Ensuring accommodation, resources and equipment are appropriate.
- Organising formal meetings at the beginning and end of each term and also weekly departmental meetings.
- Keeping records of team timetabling, courses attended and lesson numbers.
- Checking team registers of delivered and undelivered lessons at the end of the academic year.

Screening

- Organising entry screening tests
- Supervising the screening of all new pupils.
- Listing, distributing and discussing these scores with Common Room.
- Filing the results in the appropriate files and on line
- Communicating to parents of those who have been identified as needing help
- Identifying those who might need help in the future

Assessments

- Suggesting and supporting parents in organising assessments with Educational Psychologists
- After receipt of assessment report, making sure that a summary is written for distribution to Form Teacher and relevant subject teachers, and that it is put in the All Staff Team.

- Ensuring original copy of report and summary is filed in The LDD Team, on iSAMS and in the LDD filing cabinet.

Policy Document

- Keeping the SEN/D and EAL Policy Document up to date

Learning Support Resources

- Organising and ordering resources
- Updating equipment as necessary
- Keeping an inventory of all resources

Accounts

- Keeping accounts
- Preparing annual budget

Potential Learning Development Pupils

- Meeting the parents of potential Elstree SEN/D pupils and testing the pupils
- Administering tests on pupils already at Elstree who appear to have problems but have not previously been taught by the department and writing reports for the Headmaster.
- Keeping a file on pupils to WATCH and checking their progress termly.

Pre-Test pupils in Year 6 or Year 7

- Liaising with Headmaster, Director of Studies and Senior schools about pupils who may be awarded exam concessions for these assessments.
- Completing ISEB forms in good time for SEN/D and EAL pupils if needed.
- Accommodating the needs pupils who require extra time or other exam concessions in discussion with the Director of Studies.

Common Entrance Pupils

- Keeping up-to-date lists of the 'extra time' rules of the various public schools
- Discussion with the Director of Studies about pupils who will require extra time or other exam concessions (LDD list).
- Ensuring all ISEB forms have been completed and sent to senior schools in good time for SEN/D and EAL pupils requesting exam concessions.
- Ensuring extra time and/or other concessions are accommodated at school for CE candidates who are allowed them, within ISEB regulations.
- Checking the Year 7 list for those who need extra time and/or other concessions in their Summer mock exams and providing this for them.

Record Keeping

- Maintaining SEN/D register on the database and keeping it up to date.
- Encouraging the LDD team to keep individual LDD pupil's Provision sheets up-to-date, and to record significant oral or written communications with parents electronically in LDD Team.
- Monitoring Pupil Passport in the LDD Team.
- Publishing LDD timetables and Additional Support schedule.

Additional Learning Development Provision

- Time-tabling and finding locations available

Meetings

- Attend meetings of Common Room (and take minutes for absent colleagues)

- Heads of Department
- Academic Leadership
- New Pupils' Day
- Parents' Evenings

37. Ongoing Process of Evaluation of Learning Development

The performance of Learning Development is constantly under review by the team members and more specifically, by the Head of Department. The team holds weekly meetings at which pupil successes and failures are aired, and help and ideas sought from colleagues when necessary. The department regards itself very much as a team with each member contributing different strengths and weaknesses, and the friendly atmosphere engendered, encourages a professional interchange of ideas and resources. Advice is often sought and freely given!

The Head of Department will discuss the format of lesson plans once a term and the team will bring examples for group interest and debate. The Head of Department will observe at least one lesson per year delivered by each member of the team, and give feedback to the teacher. Monitoring and observation of pupils with SEN/D in their subject lessons on a termly basis, by the head of LDD and the other LDD teachers, helps to check the transfer of skills learned in individual LS lessons to the classroom, and makes advice to teachers more relevant. Planned choice of the subject in which to observe the pupil or group of pupils, allows the LDD to see how pupils cope in a range of different subjects and can include the emphasis on one particular subject. After the exams, the team has a general review of the marks of their students, especially in relation to the amount of time spent in teaching study skills/revision techniques in any one subject to a particular pupil. The amount of personal improvement (or not) for a pupil can then show how effective a particular line of teaching has been and steps taken to change the line of teaching if necessary. The Head of Department will also give in service training/support to new recruits or team members who lack confidence in certain areas of their teaching.

38. Provision for Learning Development and Concessions for Pupils during School Exams

Year 3

The form tutor supervises the year group and will help all the pupils as much as is needed in their first attempts at exams, but with extra support going to the LDD pupils. E.g. extra time.

Years 4 and 5

Teaching Staff may be asked to help the pupils with learning difficulties in Years 4 and 5 during school examinations and act as readers and helpers to those who find reading or writing difficult. The LDD tutors will discuss any particular pupil's need with the staff beforehand.

Years 6 and 7

Teaching Staff may be asked to help pupils in Years 6 and 7 who need help. In exams, the LDD pupils in all years who will qualify for exam concessions due to provision in an EP report, are given extra time and possibly a reader and/or a scribe in their school exams. This is of high importance for Year 7 who are attempting their first Common Entrance papers. Their LDD teacher will have discussed the use of these concessions in each individual case.

General Policy

This assistance needs to be done without disturbing the other pupils in the classroom or hall. The LDD pupils who require extra time only, are therefore, usually grouped together at the back of the exam room, so that access to them is easy.

Use of Lap-tops

With the permission of subject teachers and LD tutor, a student may use a lap-top in exams where it is deemed beneficial to the student to do so as recommended by an EP report.

Use of a scribe/reader/quiet room

Where recommended by EP reports and where possible, the student will be provided with a suitable scribe or reader. Where an EP report has suggested that the student should have a quiet room with minimal distractions this will be accommodated.

39. Provision for LD pupils during Common Entrance Exams

The Head of Learning Development writes to the relevant Public Schools with an ISEB form requesting exam concessions for pupils who have an Educational Psychologist's Assessment as per JCQ stipulations by the 31st January. The Head of LDD informs the Director of Studies about those pupils who should be allowed to receive extra time and/or use a laptop.

The HOD ensures that those particular pupils have permission from their chosen public school for those recommended access arrangements for their Common Entrance exams.

40. Liaising with the next school for a Learning Development Department pupil

The relevant LDD teacher fills in an ISEB Special Needs Report on the LDD pupil she is currently teaching, or has taught in the past, and gives it to the head of Department. This is then sent to the Senior School as requested.

The relevant LDD tutor liaises with the Headmaster, the parents and the next school as requested in individual cases.

41. The Able and Talented Child

It is important that able and talented children are identified and effective provision is made for them at Elstree. All children, including the most able, have a right to a challenging and appropriate education. Close liaison is maintained between the LDD and the master in charge of Able and Talented (Director of Studies) in respect of specific children and also in an interchange of ideas on the subject. Information gained from the New Pupils' Screening tests, scores from the INCAS and CAT tests, PTE and PTM assessments show academic potential. Most importantly, discussion amongst Common Room members will usually reveal the names of children who might fall into the 'able' category.

The LDD keeps reference books and articles on Able and Gifted Children, and a list of useful web site addresses. **Please also refer to the Able and Talented Policy and the Curriculum policy**

42. Liaison between the Learning Development Department at Elstree and Pre-prep (PP)

The Head of LDD:

- Has frequent discussion with the PP Head Teacher.
- Visits PP as often as possible.
- Ensures good liaison between the LDD teachers and PP.
- Has an overview of teaching to PP pupils by LDD teachers.
- Makes herself available to PP parents at PP school functions and meetings if requested.
- Will discuss aspects of LDD teaching and policy with PP staff, when invited to do so.
- Includes PP staff in any training that is provided to the Elstree Common Room and supports any training needs.

43. Links with other schools

- The Head of Department attends meetings and courses run by her counterparts at other Prep and Public Schools.
- She also attends the SENCo forum termly and any DFS courses to keep in line with current thinking.
- She also continues to network with other colleagues on a national basis.

44. Keeping Learning Development Accounts

The Head of Learning Development has overall responsibility for the spending of the LDD budget allocation. The Bursar informs the Head of Learning Development of the budget at the start of the academic year.

There are procedures in place for the ordering of resources. Discussion between members of the department takes place regarding resources and in most cases the Head of LDD will order for the Department. Consumables are available from the Bursary and signed for by members of the department.

Inventory

A record of the non-consumable purchases is added to the appropriate list of Department resources and the item is stamped as LDD property.

Records

A record of all purchases made is kept in the Accounts file.

45. Learning Development and ICT

In the pursuit of best educational practice for some pupils, and in order to comply with EP suggestions Learning Development organises and monitors touch-typing using 'Typing Club'. The Head of LDD in discussion with her team and Head of ICT set up accounts for individual pupils. The programme is available on 12 machines in the IT room and on each LDD tutor's personal machine. The ICT room is available during some rest periods under the supervision of the HOD and with permission the older boys can use computers within the department or the ICT room at other times. The pupils can also access this programme at home. LDD teachers will guide this and give appropriate work where necessary. In some circumstances pupils (below Year 7 and 8) use personal devices in lessons but these must be recommended by an EP and the pupil must have sufficient typing skills to ensure it is not a hindrance. Personal laptops must also be checked with the Head of ICT. (see ICT policy) The LDD also has a variety of programmes to use for Literacy and Maths.

46. English as an Additional Language (EAL)

The Department has a dedicated EAL teacher who assesses pupils on arrival at Elstree. This is done in conjunction with the Admissions Department and the Director of Studies. Following individual assessments; communication between the EAL teacher and the parents of the child is quickly established and lessons are set up to support that child. The EAL teacher also informs teaching staff and boarding staff on the children who need extra support in EAL. This may include taking subjects out of a particular child's timetable so that intensive work can be done to improve their level of English. It is then hoped that these subjects can be re-introduced as the child's level of English improves.

The EAL teacher and the Head of LDD work closely together and the EAL Department is seen to be under the umbrella of Learning Support – even though the school does not

equate a pupil's lack of competence in English with learning difficulties. The EAL teacher attends all department meetings and is deemed as being part of the 'team'. The identification and assessment of the special educational needs of children whose first language is not English is done sensitively and with special care. All aspects of a child's performance in different subjects in the classroom are discussed between the pupil's EAL teacher, his form tutor, his subject teachers and the LDD, to try to ascertain if any reported problems are due to limitations in the pupil's command of the language or arise from SEN/D. Discussions with parents or guardians also take place to discover if similar problems manifest themselves in the mother tongue. In the light of all the information, and with agreement from the parents, an Educational Psychologist may be asked to make a report on a child. If necessary, the LDD will teach the child in conjunction with his EAL teacher.

47. English as an Additional Language Policy

What is EAL?

English as an Additional Language is taught to those pupils whose mother tongue is not English and who need extra support to develop their English language in order to allow them to fully integrate into the curriculum here at Elstree. Otherwise, this may become a restrictive factor in the total integration into school and society where English is predominant. It may be deemed necessary that a pupil from another country may require input from the EAL department.

Aims of EAL teaching at Elstree School

- To bring all aspects of the pupil's knowledge and application of the English language up to the standard of his peers.
- To ensure total educational integration as soon as possible after commencement.
- To fine tune language development once total educational integration has occurred.
- To increase vocabulary base, enabling effective comprehension of curricular subjects.
- To help and guide the pupil about social integration in their first few weeks at Elstree School, (specifically for the younger age groups and those from more distant countries).
- In some circumstances to prepare the pupils for the external exams offered by Cambridge University.

Strategies of co-ordination within the school

- The EAL department co-ordinates with all levels in the school from the Headmaster and Form Teachers to the pastoral staff to ensure an overall picture of the pupil is gained.
- The effective integration into the school from an educational and social perspective is the responsibility of all staff involved with the pupil.
- Every effort is made to remove the pupils from lessons where their exclusion will not be to their detriment in the future.
- The EAL staff work closely with other staff within the LDD, Form Teachers and specific subject teachers to ensure awareness of general school issues and other areas of mutual benefit

The practice of the teaching of EAL

- Each pupil is assessed on an individual basis as their needs vary enormously.
- Initially, where the additional language is extremely limited, intensive vocabulary work is taught to enable a limited amount of communication with peers and staff.
- Progression is made towards tense structures in key verbs.

- Continuous monitoring of other work is carried out across age levels with help and guidance given in subjects where the additional language is the barrier opposed to general comprehension.
- Sentence construction follows, ensuring complete comprehension of word order and correct grammatical application.
- The key to designing an effective teaching programme for the EAL students at Elstree School is the flexibility of approach. Each pupil has different needs dependent on age, level and origin and every effort is made to cover their individual needs, (e.g. phonology is often more of a barrier for Asian pupils than European).

Strategies for educational integration

- Great emphasis is placed on preparing pupils for integration into all curricular subjects. Initially, pupils may not have the vocabulary to understand the most basic of instructions from the Form Teacher and special work will be set and marked by the EAL Department. Once the latter believes that the pupil has gained sufficient working knowledge of English to become integrated into the class as a whole, this will be discussed with the relevant staff to ensure the pupil receives extra guidance where necessary.
- If Class Teachers are concerned about comprehension of their subjects or general progress by the pupil, this will be discussed with the EAL department and LDD which can then donate lesson time to guiding the pupil in a particular subject area.
- Sometimes it is necessary to set extra work in order to encourage full educational integration.
- Specialised reading material is provided for the students to read in their own time with follow up exercises set by staff to ensure good comprehension.

Co-ordination with parents and guardians

- Each pupil has a different 'home' set up, but effective communication with any interested parties is carried out.
- Reports are written at the same time as normal school reports although, when the pupil is new, more comprehensive annotations may occur.
- Many parents do not speak English themselves and, in specific circumstances, the guardians are contacted to discuss the educational progress of their charges.
- Interested guardians are always kept aware of progress, sent reports and invited to 'parents' evenings where applicable for the pupil's academic year group.

Teaching and Resources

- During the EYFS, communication, language and literacy skills are assessed regularly. Where English is not their first language, we provide opportunities for the children to develop and use their home language in play and learning to support their learning at home. Alongside this, we ensure they have sufficient opportunities to learn and reach a good standard in English language.
- If a child is not deemed to have made appropriate progress, other areas will be considered for support – either Speech and Language or a Learning difficulty.
- EAL teaching at Elstree is carried out by qualified teachers.
- Some pupils may have Specific Learning Difficulties and/or Disabilities in addition to EAL and this is co-ordinated with the LDD.
- Lessons are taught in appropriate groupings according to specific needs, one to one, pairs or small groups and last 30 minutes to an hour.
- Lessons are planned and multi-sensory but, above all, are flexible, dependent on the pupil's individual needs at the time of the lesson.
- A wide range of materials are used such as word games, text books and reading books belonging to Elstree and the teaching staff, as well as a wide range of online resources.

- Many European Pupils will study towards the B1 English (PET) or B2 English for Schools (FCE) English Exams which are taken in the Summer Term.