## Our rationale for supporting children with SEND within Extended Day Provision at Rhodes Avenue Primary

School Our Breakfast, After School and Holiday Clubs are available for all children attending our school and local community members. This document outlines how we at Rhodes Avenue Primary School work with parents/carers in supporting children with SEND (Special Educational Needs and Disabilities) access our school-led Extended Day provision. Extended Day provision relates to before, after school and holiday childcare. This document also outlines how the school works with externally-led extended day provision which takes place on our school site in order to facilitate supporting children with SEND within their clubs. We are proud to state that all children with SEND who have requested extended day are able to attend our school-led clubs. The support for each individual child will and does vary. Staffing ratios must ensure that at any given time when children are present that they must be usually within sight and hearing and always within sight *or* hearing.

| | Statutory minimum requirements | What we do at Rhodes Avenue Primary School |
|---|---|---|
| Nursery children | 1 staff member for every 8 children (1:8) | 1 staff member for every 8 children (1:8) |
| Reception children | 1 staff member for every 30 children (1:30) | 1 staff member for every 8 children (1:8) |
| Years 1-6 | 1 staff member for every 30 children (1:30) | 1 staff member for every 15 children (1:15) |

Rhodes Avenue's ratios are over and above the statutory ratios. The school chose to use these ratios following our own risk assessment to ensure that when all children are present that they are usually within sight and hearing and always within sight or hearing. These ratios enable more adults to be available to children where additional support may be required for periods of time, e.g. support when feeding. These ratios are reflected in the price all parents pay per session regardless of their child's individual needs; reasonable adjustments support a smaller adult to pupil ratio.

**Children new to our Nursery/Reception**

When new children are offered a space at our Nursery/Reception parents are asked to complete a booking form to express their needs for our breakfast and/or after school club provision. Office Manager, Tracy Graham (admin@rhodesavenue.org.uk), is responsible for the bookings for extended day for Nursery/Reception. Children may commence attending breakfast/after school club when they have completed their settling-in period and are fully settled. One child's settling-in period may differ from another child's settling-in period. Children with SEND may require a personalised settling-in for our Extended Day provision even if they are settled in school. If a child has identified SEND prior to starting in Nursery/Reception they would already have had contact with the school's Early Years SENDCO, Jette Rayner (SENDCO@rhodesavenue.org.uk), prior to their child starting. Parents are encouraged to speak to the SENDCO about how their child can be supported within Extended Day provision.

**Booking into Breakfast and/or After School Club for Years 1-6**

Bookings for Breakfast and/or After School Club are always live (available for booking) for the current term we are in. All parents are notified when bookings go live for the next term in order to book their child in. Parents use the online platform SchoolMoney to book their children on. We make

bookings live early in order to have time to adjust staffing accordingly in relation to our school ratios above. Emails are sent to parents termly to notify them of when bookings will go live. Parents of children with SEND are sent an e mail in advance of the whole school. When parents book children on via SchoolMoney this is the first expression of interest. Bookings are cross-referenced to the SEND register (list of children with identified SEND within school). Where new children have expressed an interest a risk assessment may be required in order to assess an individual child's access to the provision in line with our ratios/environment. We encourage all parents of children with SEND who believe their child may need more support to contact the Senior Leader responsible for Extended Day, Jette Rayner (SENDCO@rhodesavenue.org.uk) to make an appointment to look at the environments and to discuss whether a risk assessment is required.

**Individual risk assessment**

An individual risk assessment may be required to ascertain whether a child can access our Extended Day provision in line with our current ratios and reasonable adjustments. A risk assessment is an exercise undertaken to anticipate what could happen and forward planning for possible situations that may occur based on an individual child's personal needs and the school's capability in meeting these whilst keeping all other children safe too, e.g. intimate care needs, eating needs, likelihood of running away etc, and to ensure these needs can be met in line with the ratios we use. A risk assessment begins with the individual needs of a child and assesses how the school can include the child within its current working practices/ratios, i.e. all children attending the provision must be usually within sight and hearing and always within sight or hearing when including the child with an individual risk assessment. In most cases, our generous staffing ratios mean that we can include all children who would like to attend. Our ratios are what they are in order to be able to make further reasonable adjustments where required. Where our risk assessment indicates that a child requires more support or adjustments that are not reasonable within the offer based on our ratios the school will liaise with parents directly about how inclusion can be met. This may mean an additional cost will be required should a child's risk assessment identify that 1:1 support is required. The school will support parents in seeking funding streams which can contribute towards this 1:1 support. The school is able to assist parents in completing an RAS (Resource Allocation System) form where necessary once their child turns 5 years old.

**Communication**

We believe that good communication is a must. Clear communication can prevent, foresee and resolve challenges in relation to inclusion. All parents are encouraged to ask any questions they have no matter how small. One family's situation will be different to another family's situations and one child's needs within a family may be different to another child's needs within the same family and we encourage parents to communicate with us as often as they need to. This rationale will be shared with all prospective parents to our school on our school website, to all new parents to our school when their child's place has been confirmed and included termly when bookings for our extended day provisions go live and are shared with the school community.

**External club providers**

Many of our extra-curricular clubs are led by external organisations who use our school grounds. All of the admissions and arrangements with these clubs are with the external organisations and not the school. The school will support communications between external organisations to enable participation where appropriate. This rationale will be shared with external organisations who use our school grounds on a yearly basis. Due to Data Protection regulations the school is unable to share personal data it holds on children attending Rhodes Avenue. External club providers must

ensure their admission forms allow parents to communicate their child's needs and parents must make sure they update external club providers on any changes to their child's needs. Any behaviour and health and safety incidents which take place during the external club provider sessions fall within the policies of the external club providers and not the school. The school will make sure it is clear to parents which clubs are led by external clubs when listing the club on the school's extra-curricular clubs webpage.

**Extended Day contact details**

Office Manager – Tracy Graham
Email - admin@rhodesavenue.org.uk

Early Years and 1-6 SENDCO – Jette Rayner
Email - SENDCO@rhodesavenue.org.uk