



Cothill House Policy Documents

SEND, Learning Support & Disability

NMS for Boarding: 16.1

Date: November 2018

Next review: summer 2019

This policy was written with regard to the Equality Act 2010, SEND Code of Practice 2015: 0-25 & the Children & Families Act 2014.

1.

SEND (Special Educational Needs & Disability) Definitions

We have adopted the definition given in the 2014 Code of Practice.

A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them.

A child of compulsory school age or a young person has a learning difficulty if they

a. have a significantly greater difficulty in learning than the majority of others of the same age

or

b. have a disability which prevents or hinders them from making use of facilities of the kind generally provided for others of the same age.

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age. We acknowledge that not all children with a disability have SEN and vice versa, but that there is often an overlap. We also note that several Cothill boys who are offered Learning Support may not have a special educational need or disability in accordance with the legal definitions. For this reason, boys on the Learning Support Register are given a colour coding of red in the screening E-Markbook, to enable Staff to see which pupils have SEND as opposed to more general LS needs.

2. **Definition of Dyslexia**

We have adopted the definition as used by the Rose Dyslexia Review (June 2009)

- Dyslexia is a learning difficulty that primarily affects the skills involved in accurate and fluent word reading and spelling.
- Characteristic features of dyslexia are difficulties in phonological awareness, verbal memory and verbal processing speed.
- A good indication of the severity and persistence of dyslexic difficulties can be gained by examining how the individual responds or has responded to well-founded intervention.

In addition to supporting boys with dyslexia, we recognise the need to provide for pupils with other difficulties such as dyspraxia, hypermobility, Asperger's syndrome, hearing and visual problems. We also make provision for children who have English as a second language.

3. Aims of the School

Cothill seeks to encourage a diverse community to which individuals may contribute as fully as possible. We are an academically selective school and welcome all children who can make the most of the opportunities that we offer and can flourish in the caring environment we aim to provide. The school aims to create conditions whereby Staff and pupils are treated solely on the basis of their merits, abilities and potential by ensuring that no member of the school is unfairly discriminated against as a result of gender, race, ethnic or national origin, age, social background, disability, religion or belief, family circumstances or sexual orientation. We welcome pupils with special educational needs, providing that their needs can be met by the making of reasonable adjustments.

To this end we will:

- Fulfil our legal obligations under the Equality Act 2010, the Children and Families Act 2014, the Special Educational Needs and Disability Act 2014 and the SEND Code of Practice 2015.
- Adopt a graduated approach of: Assess, Plan, Do, Review, for pupils with SEND.
- Provide school Staff with information about each pupil with SEND or Learning Support needs to enable the implementation of a differentiated curriculum.
- Provide additional support for children with SEND through individual or small group additional classes.
- Enable pupils to voice their own views, wishes and feelings about any special educational provision made for them and to take an active part in target setting and evaluating their own progress.
- Communicate to parents and guardians the planning of any special educational provisions being made and provide regular opportunities to discuss and review the outcomes.
- Teach strategies enabling pupils to manage their needs in a supportive environment.
- Give pupils with SEND equal opportunities to take part in all aspects of the school's provision, as far as is reasonably possible and appropriate.

4. Personnel and their areas of speciality

Alix Anson	<i>Head of Department - English, Maths</i>
Victoria Bass	<i>Head of Literacy, Learning Support - English</i>
Karen Dalton	<i>Learning Support - Maths</i>
Robin Howard	<i>Learning Support - EAL</i>
Sarah Hutchison	<i>Learning Support - English</i>
Liz McPhail	<i>Learning Support - English</i>

All of the above teach across the age ranges and are experienced in helping boys with specific learning difficulties.

5. Admissions Arrangements

All new boys are seen individually for a short assessment for literacy and maths. Parents are requested to alert the school to any specific difficulties in advance of this assessment, in order that the boy can be seen accordingly by a member of the learning support department. The boy's needs are then discussed with the parents and prior to entry, the school asks for all previous assessments by educational psychologists, vision, hearing and other specialists to be forwarded. For those boys with English as a second language, we provide a different initial assessment.

6. School Screening Tests

Our policy is that New Boys are given the following screening tests within the first few weeks of arriving:

- A) SWRT Reading Test
- B) NFER Spelling Test (Age Graded)
- C) An informal assessment of eye muscles
- D) A standardised Maths assessment
- E) DASH - 10 minute assessment of Handwriting

Whole School Screening Schedule

FOURS

September	SWST Spelling Test C SWRT Reading Test DIBELS reading speed test DASH handwriting test A standardised Maths assessment Informal Assessment of Eye Muscles
Summer term	Cognitive Ability Test level A SWST Spelling Test C A standardised Maths assessment DASH Handwriting test SWRT Reading Test <i>(for those who need it)</i>

DIBELS reading speed test *(as above)*

FIVES

September

SWST Spelling Test D
SWRT Reading tests *(for those who need it)*
DASH Handwriting test

Summer term

Cognitive Ability Test Level B
SWST Spelling Test D
DASH Handwriting test
A standardised Maths Assessment

SIXES

September

SWST Spelling Test E
SWRT Reading Tests *(for those who need it)*
DASH Handwriting test

Summer term

Cognitive Ability Test Level C
NFER Spelling Test E
DASH Handwriting test
A standardised Maths assessment

MIDDLE REMOVES

Sept/Jan

SWST Spelling Test F
SWRT Reading Tests *(for those who need it)*
DASH Handwriting test
Typing speeds where applicable

Summer term

Cognitive Ability Test Level D
SWST Spelling Test F
DASH Handwriting Test
Typing speeds where applicable

REMOVES (LEAVERS)

September

SWST Spelling Test G or H or I
SWRT Reading Tests *(for those who need it)*
DASH Handwriting test

Summer term

SWST Spelling Test G or H or I

If Learning Support is considered necessary, the boy's parents will be contacted before lessons begin to discuss the results of the screening tests. If further in-depth individualised screening is required, specific written permission will be sought from a boy's parents first.

7. Charging Policy

All parents/guardians will also be notified if any additional charges are applicable. The list of charges is sent to parents by the Bursary as part of the optional extras sheet. If charges are made, these reflect the cost to the school of providing this specialist teaching and are capped at a maximum of two classes per week, regardless of how many classes the boy receives. New boys in years 4 and 5 are not charged for their first term of learning support, nor are Leavers (Removes) for group revision sessions.

8. Procedure for Referring boys to the Learning Support Department

Boys may be referred to the Learning Support Department at any stage in their academic career regardless of whether they were identified in the initial screening tests in September. The Head of Learning Support will then usually arrange for further screening tests to be undertaken and will make recommendations about the provision which should be offered. The further screening tests may be taken from:

- The Dyslexia Portfolio
- Madelaine Portwood Dyspraxia/Co-ordination Tests
- DASH Test
- HAST spelling test
- LUCID Speed of Processing Test
- WIAT II
- DIBELS timed one minute test of reading fluency & comprehension
- PhAB phonological assessment battery
- A standardised maths assessment

9. Provision for Assessment by an Educational Psychologist

If, as a result of our screening procedure, we suspect that a boy may have a specific learning difficulty, we contact his parents to discuss these findings and will often, depending on the stage the boy has reached in his Cothill career, suggest the option of a full diagnostic assessment.

The boy is then seen in school in order to create as little disruption as possible and his parents are invited to discuss the findings in a meeting with the Educational Psychologist and a member of the Learning Support team. A verbal summary of the results is given to the Staff at the first available opportunity and the boy's individual profile will be updated to include the assessment findings. Once the report has been received, this is then summarised and distributed to Staff in the Pupil Passport booklet and on class screening lists.

10. Provision for Assessment by Orthoptist / Optician

We ask that all new boys should have undertaken an eye test within 10 months of joining the school. All new boys will undertake an informal eye muscles assessment and we may suggest that their eyes are checked by an orthoptist if a weakness is found or by Gardiners Opticians who can test for eye muscle problems.

11. Provision for Boys with English as a Second Language

We aim to ensure that boys with an EAL profile are integrated into our school as quickly and as happily as possible by providing one-to-one or small group classes to meet their needs. For new boys whose English is weak, we sometimes use an intensive ‘immersion plan’ offering 2 lessons per day for five days a week to speed up their acquisition of English (see Accessibility, Curriculum & IT Development). Allowances are made both for the initial New Boy assessment and during school exams where differentiated work is set and the use of a mother tongue dictionary is provided until a boy is able to cope. For further details, refer to the department’s EAL Scheme of Work.

12. Individual Profiles and Other Advice Available to the Main Staff

The Learning Support Department provides advice and information to all Staff members in the following ways:

- Producing the Learning Support Register.
- Boys are also noted as having either a SEND profile (in red) or more general Learning Support needs.
- Giving the results of the school screening tests, in the Staffroom and on the shared Intranet pages and electronic mark book.
- Discussing with teachers the Literacy & Numeracy needs of boys receiving Learning Support.
- ‘Pupil Passports’ for LS boys, which summarise their SEND and provides teaching guidance.
- Producing a list of boys who qualify for extra time in internal exams, Pre-tests and also for Common Entrance and applying for this to senior schools.
- Offering advice sheets on specific difficulties (see Appendices).
- Giving verbal updates at the school Staff meetings and INSET training sessions on request.
- Making requests for and giving regular informal verbal feedback.
- Regularly attending departmental meetings.
- Providing individual informal training sessions for any new members of Staff.

13. Learning Support Lessons – terminology and timetabling

Additional lessons are provided usually on a 1-1 or small group basis. We deliberately use the terminology “Extra English”, “Extra Maths” and “Study Skills” when planning or discussing these lessons with the boys. Boys will never miss sport to attend these sessions and the classes are timetabled, wherever possible, on either a rotational basis, or out of form periods and rest times to minimise disruption.

14. Syllabus

a) Literacy

We have a graduated response to literacy difficulties and work very closely with the English Dept. to identify difficulties quickly. Initially, a boy may be monitored or given additional help in class; he may then be asked to join a reading group. For those requiring 1:1 support, each boy is given his own individualised programme tailored to meet his needs. In each case, the emphasis is on moving in an order and at a speed that suits that boy. We work

largely from our own phonic scheme, 'WordBlaze', which is highly structured. It is, above all, multi-sensory and we have devised our own handbook to work alongside it. There are 6 levels. It is complemented by several other resources, designed to be consistent with the national English Programme of Study and to cover the top 1000 high frequency words.

Broadly, our policy follows a two-pronged approach by teaching a highly systematic phonetic structure complemented by a heavy emphasis on the top 300 high frequency words, both for reading and spelling. The English department also follows the WordBlaze system, allowing for greater reinforcement and cohesion, especially for those with specific difficulties.

b) Mathematics

Boys are screened on arrival by sitting a standardised assessment test. This is used for highlighting difficulties in a range of areas, and for identifying pupils who may require additional support. Cross reference is made to results of screening in Literacy, in order to identify likely common causes, such as working memory and processing problems.

c) Study Skills

This is now offered by our department as an obligatory short course to all boys in years 7 and 8 as they begin to practise taking trial Common Entrance papers. It may also be offered at a far younger age to boys who need help with their personal organisation. In particular we focus on:

Personal Organisation	Note taking and Mind Mapping
Checking their belongings	Making Revision Books
Memory Techniques	Making Memory Cards

Boys in their final year are also welcome to attend a 5 session English revision course on an optional basis in rest periods just before Common Entrance.

15. Provision for Exams and Extra Time

Boys who have been assessed by an Educational Psychologist may be eligible to apply for a reader, scribe, the use of a laptop, or 25% extra time in Pre-tests and Common Entrance exams, in accordance with the JCQ guidelines. We will forward a boy's most recent educational psychologist's report or other standardised results, to support these applications when making requests to senior schools. For internal exams, we give extra time routinely to any boy having extra English lessons. Those receiving just Extra Maths, are allowed it just for maths.

16. Forwarding Information

When a boy is still in need of Learning Support on leaving the school, we would normally discuss this with his parents and receive their written permission before informing his new school and sending on any specific details that they might request. We also visit the Learning Support departments of Senior schools and encourage them to visit us.

17. Contact with Parents

We are keen to meet the parents of all New Boys at the Assessment day in February prior to their arrival, or at any other time by special arrangement. We ask the parents to send in information about any specific needs which their son might have and invite them to discuss these with us. Should a boy be in need of Learning Support, we contact the parents to explain this decision and to offer the option of further screening, if considered necessary, by external specialists. Following an assessment by an educational psychologist, we invite a boy's parents to talk through the report findings in a meeting with us and the psychologist.

We attend all the school "Open House" days throughout the term and are very keen to see the parents of boys with Learning Support then. Those who cannot make these days are invited to contact us at any time in between through the main school office. We like parents to be involved in supporting their boys as much as possible and will frequently ask for their help with holiday homework, memory cards and eye exercises. We are also available by email and this is the option most suitable for those boys whose parents live abroad.

The Learning Support teachers write reports for each boy twice a year. We are also pleased to provide individualised holiday homework packs on request and to recommend resources and computer games which complement the work done in school.

19. Evaluating Success

The success of the school's SEND policy and provision is evaluated through:

- The yearly screening scores and school exam results.
- Analysis of pupil progress in individual lessons, including their self-esteem and ability to evaluate their own achievements.
- Termly monitoring of the individual profiles.
- Frequent feedback from school Staff and parents as to a boy's progress.
- Feedback from the pupils themselves or their parents as to the improvements they have noticed.
- Updates undertaken by an educational psychologist.

20. Arrangements for Complaints

In the event of a formal complaint, parents are advised to raise this with the head of the department or to contact the Headmaster. (Refer to the Complaints Policy.)

21. Staff Professional Development

The school is committed to building on the expertise of its Learning Support Staff and encourages regular training sessions. Frequent INSET training sessions are arranged to update all the Staff on issues related to Special Educational Needs and Disability. In addition, the Learning Support team will often provide short INSET training sessions at Staff meetings and offer support to any member of Staff who would like it.

22. Educational Healthcare Plans (EHCP)

Cothill House seldom has pupils who are eligible for an Education, Health and Care Plan (EHCP). In 2018/19 no boys currently require this level of provision. EHCP assessments are not made by the school, but by a local authority.

Cothill's Admissions Policy states: *The school does not discriminate in any way regarding entry but welcomes pupils with special educational needs, providing that the Learning Support Department can offer them the support they require within the school's timetable. The school also welcomes pupils with physical disabilities provided that the site can accommodate them. We advise parents of children with special educational needs or physical disabilities to discuss their child's requirement with the Headmaster before enrolment to ensure that the School can offer adequate provision.*

Appendix 1 Dyslexia

Signs Of Dyslexia

- A clear gap between ability and performance, especially on paper
- Poor spelling, confusions between b and d, upper and lower case errors
- Poor reading, guessing from first letters, losing place, omitting lines, confusing similar words
- General organisation and sequencing difficulties, left and right confusion

- Weak short term memory for alphabet, times tables, months of the year
- Difficulty remembering instructions if not written down, following timetable

- Weak comprehension – they are too busy working out what the individual words say
- Erratic performance from one day to another

- Students with Dyslexia show an ability to learn readily in some areas of the curriculum, but have problems acquiring accuracy and fluency in reading and writing
- Frequent artistic, visual strengths, often good at sports and computing

Strategies for teaching a boy who has dyslexia

1. Sit the boy at the front of the class close to the teacher.
2. Keep instructions short, clear and simple in the correct sequence. Give time to absorb each new component.
3. Give new information more than once and check that he understands it.
4. Break down reading tasks into manageable units realistically appropriate to the time.
5. Give guidance on how notes are to be made. Encourage use of pictures, diagrams and colour. Check notes have been made accurately.
6. Mark spelling selectively. Focus on the syllable divisions and only on a small number of words at a time. Praise use of complicated words.
7. Provide a short list of subject specific spellings he will need.
8. Allow time for planning and proof-reading.
9. Revise frequently. Check that work covered a month ago has been retained.

If you would like any further advice about Dyslexia then please ask the Head of Dept..

Appendix 2 Dyspraxia

Poor motor planning or co-ordination and impaired performance of skilled movements or multi-task exercises.

Signs of Dyspraxia

Dyspraxia is the opposite end of the scale to dexterity, fine balance and deft co-ordination. It may be apparent in a number of settings:

- Handwriting may be very slow or illegible (or both).
- Difficulties in setting work out on a page.
- Ungainly movements with frequent bumping into things, dropping objects, spilling and tripping.
- Difficulties in eating neatly or with changing speedily eg shoelaces
- Problems with sports/games activities will include: balancing, throwing and catching, sequencing and timing actions.
- Possessions are often lost or in poor condition.
- Problems involving spatial tasks such as reading maps, drawing or interpreting diagrams, measuring and estimating.
- Dyspraxic boys can also show very poor muscle tone and may appear to be slight of build.

Strategies for teaching a boy who has Dyspraxia:

1. Give specific guidance about how work is to be constructed and set out.
2. Allow additional time to complete work if appropriate.
3. Allow a boy to type where appropriate.
4. Give instructions in a clear, simple sequence.
5. Split larger tasks into smaller components, e.g. divide an essay into boxes for each paragraph.
6. Use short, sharp, timed exercises to sharpen focus, e.g. write a five line story in 5 Minutes. Using a sand timer can really help.
7. Provide frequent 'movement breaks', e.g. asking boys to sit on their hands, lift their feet off the floor, lift themselves off their chair. These give muscles a break and really help pupils to maintain focus.
8. Encourage the use of a cursive script.
9. Monitor his organisation carefully.
10. Give specific guidance for work involving spatial tasks.

For any further information or advice about Dyslexia, Dyspraxia or any other Specific Learning difficulty please see the Head of Dept.

Appendix 3 Dyscalculia

A specific learning difficulty that is characterised by impairment in learning basic arithmetic facts, processing numerical magnitudes and performing accurate and fluent calculations.

Signs of Dyscalculia

Difficulty in memorising mathematical facts such as $5 + 4 = 9$.

Frequently, not having a system to organise numbers - they appear to have a random order.

Difficulty in memorising Times Tables.

Lack of number sense and value: identifying whether a number has a great value than another.

Difficulty in linking written or spoken numbers to the idea of quantity.

Difficulty in using finger counting.

Difficulty in decomposing numbers such as recognising that 10 is made up of 6 and 4.

Difficulty in understanding place value.

Difficulty in counting backwards.

Has no strategies to compensate for lack of recall other than counting.

Strategies for teaching a boy with dyscalculia

1. In the classroom, give the child their own work to complete that is set to their level. Allow extra time.
2. Use written rather than verbal instructions and questions.
3. Focus on understanding rather than memorising.
4. Link place value to concrete objects to clarify its meaning.
5. Start by teaching numbers in lines of 10 until this is confidently learnt.
6. Use a multi-sensory approach, especially hands-on materials.
7. Practise and revise regularly.
8. Use a range of web based activities such as number bonds.

Resources

Helpful ideas and strategies have been produced by Steve Chinn, Brian Butterworth, and Glynnis Hannell.

Appendix 4 Typing Policy

A boy can have a typing access arrangement for Common Entrance or internal school examinations if he meets the following criteria:

1

Either an Educational Psychologist's report specifically recommends the concession of typing in exams.

Or

Our screening data indicates that it would be an advantage. This would include both a 10 minutes handwriting and a comparative 10 minutes typing assessment. There needs to be a substantial difference in speed to make typing beneficial.

2

We have the agreement of the senior school.

3

We have built up a portfolio of evidence that this is his habitual form of working. The portfolio will comprise copies of C.E. trial exam papers (English, History) together with examples from prep and class.

General typing arrangements for Learning Support boys:

Boys should be given the opportunity to type in prep and class for appropriate work and as an exam concession if either an Educational Psychologist's report recommends it or if the Learning Support screening tests for handwriting speed suggests it would be to their advantage. This would not be as a replacement for handwritten work, but the start of a process that would enable them to type to a good standard should they eventually be granted this access arrangement at Common Entrance. Not all exam papers are suitable for typists.

An element of touch typing is taught in Year 5. The School recognises that typing is a life skill and every opportunity should be given to boys to acquire it. We also recognise the importance of Learning Support boys continuing to handwrite during lessons, some preps and in their own revision.