



# Moss Hall Schools Federation

## Special Educational Needs Information Report

**Written: September 2024**

**Reviewed: September 2025**

**Review by: Executive Headteacher (Interim)**

Signed by: Clare Dyson

A handwritten signature in black ink, appearing to be 'Clare Dyson', written over a thin horizontal line.

Executive Head Interim Date: 28.11.24

Co-Chair of Governors Date: 28.11.24



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**1. WHAT TYPE OF SCHOOLS ARE WITHIN THE MOSS HALL SCHOOLS FEDERATION (INFANTS AND JUNIORS)?**

The Moss Hall Federation Schools are community schools which provide education for 5 – 11 year olds. We believe that all children should have access to a broad and balanced education, with high quality teaching which gives them the opportunity to realise their full potential and achieve success. For some children this will mean the school overcoming potential barriers to their learning and making special provision within the curriculum to meet their individual needs.

Children may have special educational needs and / or disabilities either throughout or at any time during their school career. The school ensures that curriculum planning and assessment for children with special educational needs takes account of the type and extent of the difficulty experienced by the child.

The SEND policy outlines the framework for the Moss Hall School Federation to meet its duties and obligations to provide a high quality education to all of its children, including children with special educational needs and / or disabilities. Once a potential SEN has been identified, the graduated approach i.e. the Assess, Plan Do and Review cycle is used to work towards meeting the child’s needs.

**Moss Hall Junior School & Year 2**

Inclusion Manager/SENCo	Telephone & Email
<b>Angela Dhillon</b>	<b>020 8445 7965</b> <a href="mailto:senco@mosshalljnr.barnet.sch.uk">senco@mosshalljnr.barnet.sch.uk</a>

**Moss Hall Infant School (Reception and Year 1)**

Inclusion Manager/SENCo	Telephone & Email
<b>Samina Thorpe</b>	<b>020 8445 9735</b> <a href="mailto:office@mhi.org.uk">office@mhi.org.uk</a>

**2. WHAT TYPE OF SEND SUPPORT IS PROVIDED AT THE MOSS HALL SCHOOLS FEDERATION?**

We are very inclusive schools providing for the following areas of SEND:

**Communication and Interaction**

- Speech, Language and Communication Need (SLCN)
- Autistic Spectrum Condition (ASC) also known as (ASD) Autistic Spectrum Disorder

**Cognition and Learning**

- Moderate Learning Difficulties (MLD)
- Severe Learning Difficulties (SLD)
- Specific Learning Difficulties including Dyslexia, Dyscalculia and Dyspraxia



### Social, Emotional and Mental Health Difficulties (SEMH)

- Including behaviour caused by underlying issues, eg depression, eating disorders
- Attachment Deficit Disorder (ADD)
- Attention Deficit Hyperactivity Disorder (ADHD)
- Attachment difficulties

### Sensory and /or Physical Needs

- Visual Impairment (VI)
- Hearing Impairment (HI)
- Physical Disability

(SEN Code of Practice 2014)

### 3. OUR APPROACH TO TEACHING CHILDREN WITH SEND AT MOSS HALL - Including adaptations to the curriculum and learning environment.

#### The SEND inclusion jigsaw teaching strategy\*:

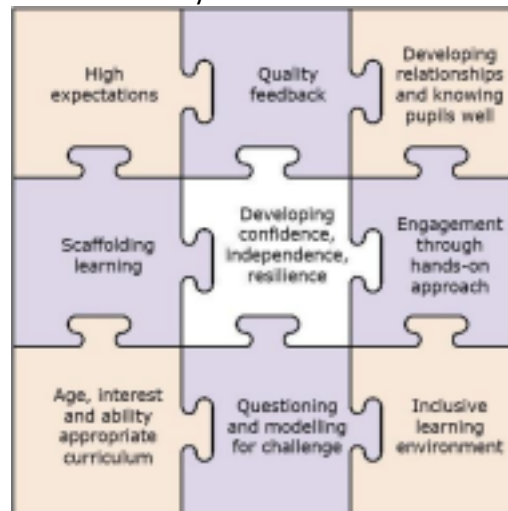
The SEND inclusion jigsaw makes sure planning and implementation meets the needs of all learners, and builds in high expectations for everyone.

The jigsaw diagram outlines nine key elements of the SEND inclusion jigsaw teaching strategy. It fosters inclusive high-quality teaching for pupils with SEND as the different pieces of the puzzle represents high quality teaching for all.

All children have access to:

- Quality First Teaching
- Intervention in class
- Withdrawal – small group and 1:1
- Personalised targets
- Resources

- Marking and feedback
- Year groups plan together and adapt the curriculum where necessary.



**The SEND Inclusion Jigsaw**

\* Nathalie Packer June 2019

This forms part of what is described as 'Ordinarily Available'. Barnet's Local Offer states that 'Ordinarily available provision is what is made for children whose special educational provision can be reasonably provided from the resources ordinarily available to the school. This also includes the graduated response, (Assess, Plan, Do and Review cycle) through which children and young people, placed at SEN Support have their needs met.

Click [here](#) to access Barnet Local Offer

Adapting the curriculum is the process by which differences between children are accommodated so that all



children have the best possible chance of learning.

Adaptation can be through:

- Personalised planning- for children with complex needs the curriculum is adapted to ensure that the child can access the wider learning that suits their need
- Task – adaptations to tasks such as smaller step in order to meet the learning objective
- Resources – photos, pictures, word banks, 3D equipment, manipulatives
- Grouping – matching similar learners together and mixed ability groups
- Support – using additional adults
- Outcome – expectation of work completed is different
- Pace – adapted to meet the needs of the child
- Dialogue – varied language /vocabulary used
- Input – in a small group
- Scaffolding – task planner, writing frame, word bank

Scaffolding can only be provided through interaction - this is why it is NOT differentiation, help or support as these don't necessarily involve adult interaction.

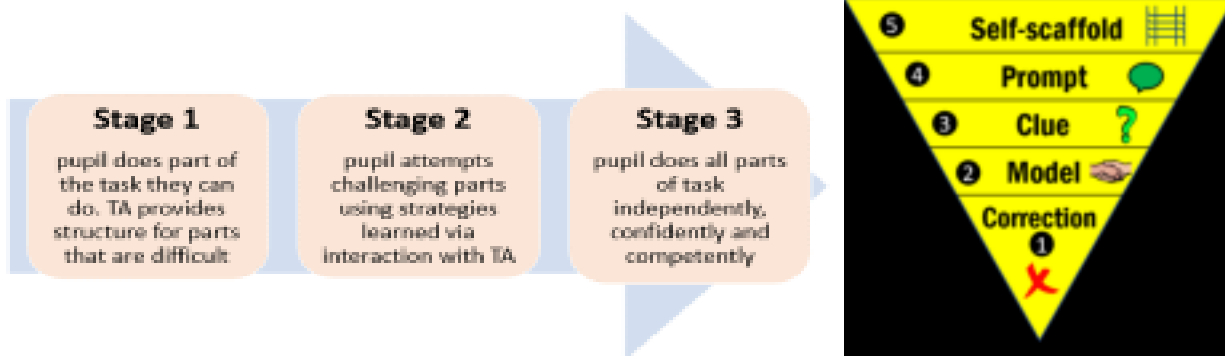
Scaffolding recognises smaller learning goals

It provides

- specific prompts and clues
- the least amount of help

And

- it involves careful observations of pupils' performances



**4. HOW DO WE IDENTIFY CHILDREN WITH SEND AND IDENTIFY THEIR NEEDS?**

A child has a learning difficulty or disability if she/he

- has a significantly greater difficulty in learning than the majority of others of the same age;

or

- has a disability which prevents or hinders him/her from making use of facilities of a kind generally provided for others of the same age.

*Children and Families Act 2014*



Children at Moss Hall are identified as having special educational needs through a variety of ways including the following:

- Child working below age related expectations
- Concerns raised by parent/carer
- Concerns raised by teacher
- Consultation between class teachers and members of the leadership team where pupil progress is discussed ● Inclusion Manager may observe the child in class, use standard assessment tools and /or refer to outside professionals or seek further advice
- Liaison with outside agencies, for example Educational Psychology Service or Speech and Language Therapists (with permission of parent/carer).

When a teacher has a concern about a child, we use a graduated response:

**Stage 1:** Classroom Monitoring and Meeting with Parent/Carer

**Stage 2:** School Support -Progress Meeting with Parent/Carer, Class Teacher and SENCo

**Stage 3:** School SEN Support - Individual Learning Support Plan

**Stage 4:** Referral for Assessment

**Stage 5:** Application for EHCP – Education Health Care Plan

See **Appendix 1** for more information about the graduated response to SEN Support at MHSF

## **5. HOW ARE THE SCHOOL'S RESOURCES ALLOCATED AND MATCHED TO CHILDREN'S SPECIAL EDUCATIONAL NEEDS?**

The school receives funding to respond to the needs of pupils with SEND from a number of sources that includes:

- A proportion of the funds allocated per pupil to the school to provide for their education called the Age Weighted Pupil Unit.
- The Notional SEN budget. This is a fund devolved to schools to support them to meet the needs of pupils with SEND.
- For those pupils with the most complex needs requiring an EHCP, the school may be allocated additional educational needs funding from the Local Authority's High Needs SEN Funding allocation.
- This is a formalised/statutory process with set time scales and will include a range of externally provided professional assessments. It is a 20-week process from when the assessment request has been received by the SEN Administration team in Barnet. This time period is extended by the Local Authority when an application is submitted after the 20<sup>th</sup> June.
- Funding is limited and resources are prioritised according to need.



## 6. HOW WE SECURE EQUIPMENT AND FACILITIES TO SUPPORT CHILDREN WITH SEN

Moss Hall Junior buildings are fully accessible for wheel chairs users as follows:

- Fully accessible buildings
- 4 accessible toilets
- A disabled refuge point on the top floor of the Year 6 block
- Equipment to evacuate wheel chairs users in the event of a fire
- IT equipment and practical equipment are available to support children's learning
- For additional equipment funding is secured from the school's SEN budget or from bids for external funding
- For specialist equipment, the Inclusion Manager liaises closely with the child's family and the appropriate external agency to ensure the correct equipment/resource is bought

Moss Hall Infants building is fully accessible for wheelchairs users as follows:

- Fully accessible building
- 1 accessible toilet
  
- IT equipment and practical equipment are available to support children's learning
- For additional equipment funding is secured from the school's SEN budget or from bids for external funding
- For specialist equipment, the Inclusion Manager liaises closely with the child's family and the appropriate external agency to ensure the correct equipment/resource is bought

## 7. HOW WE CONSULT WITH AND INVOLVE PARENTS/CARERS OF CHILDREN WITH SEN IN THE EDUCATION OF THEIR CHILD

- Regular formal meetings - SEN meetings are held to discuss the Learning Support Plan and progress of children with SEN. These are attended by parent/carer, class teacher and the Inclusion Manager.  
EHC Plan annual review  
Termly Parent/Carer Pupil Progress Meetings
- Less formal meetings - there are opportunities to speak to staff at the end of the school day
- By appointment - all school staff are available to meet parents/carers
- Curriculum evenings - open to all parents/carers
- School trips - open to all parents/carers
- Within school activities - open to all parents/carers
- Parent/Carer Forum - half - termly, open to all parents/carers

## 8. HOW WE CONSULT WITH AND INVOLVE CHILDREN WITH SEN IN THEIR EDUCATION





- The class teacher meets the child to discuss progress towards SMART targets and discusses new targets
- Children with an EHC Plan complete a 'My views to be included in the annual review' and attend part of the annual review meeting when appropriate
- Through pupil conferencing

## 9. HOW WE ASSESS AND REVIEW CHILDREN'S PROGRESS TOWARDS OUTCOMES

- The Inclusion Manager attends the Pupil Progress meetings with the Headship team and class teacher
- Individual, personalised targets are set for the children with special needs. These are Specific, Measureable, Achievable, Relevant, Time limited (SMART) targets.
- Targets are shared and refined with parent/carer during the Learning Support Plan termly meeting.
- Targets are shared with the child to help them understand what they need to be working towards.
- Specific suggested activities are shared with the parent/carer in addition to year group home learning tasks to help the child make progress towards his/her targets.
- Targets are reviewed termly and next steps set.

## 10. HOW WE EVALUATE THE EFFECTIVENESS OF ITS PROVISION FOR CHILDREN WITH SEN

We measure impact by:

- Regularly evaluated interventions
- Tracking progress
- Internal monitoring of practice
- Regular discussions between staff, parent/carer and children
- Termly parent questionnaires following Learning Support Plan meetings
- The Inclusion Manager meets termly with the SEN Governor

## 11. HOW WE ENABLE CHILDREN WITH SEN TO ENGAGE IN ACTIVITIES WITH THEIR CLASSMATES

### Extra-curricular activities

- School clubs are open to all children and some children are supported by their parents to access the provision
- Clubs take place before school, during lunch time and after school
- Clubs are provided by school staff and external providers (a fee is charged for some clubs). Depending on circumstance pupil premium may be helped to fund attendance

### Peripatetic music lessons

- A broad range of instruments are taught at school by teachers from Barnet Education Arts Trust (BEAT) – financial assistance may be available from BEAT
- Depending on circumstance pupil premium may be helped to fund lessons



- Lessons take place within the school day and support staff attend if needed

### **School visits off site**

Specific risk assessments are done to identify what additional arrangements need to be undertaken to ensure (as far as practicably possible) a child with SEN can take part. This could be:

- Alternative transport arrangements to the venue eg by taxi
- 1 child to 2 adults for the duration of the trip
- Family member attend to provide additional support
- Residential trips – a parent/carer to accompany the trip and stay nearby to support
- Alerting the venue to the requirements of the child to ensure the child can have as good an experience as possible
  - Pre-trip preparation for the child – visual timetable for the day, photos of the venue, explanation of activities

### **School day**

- Access to Breakfast Club and Afterschool Club
- Playtime and Lunchtime – 1:1 support including supporting attendance at within school clubs if needed

## **12. THE SUPPORT WE PROVIDE FOR IMPROVING THE EMOTIONAL AND SOCIAL DEVELOPMENT OF CHILDREN WITH SEN**

All children are encouraged to:

- take part in all extracurricular activities
- take on roles within the school for example: School Council, Member of the School Parliament, House Captains (Year 6).

Pastoral support is provided by all school staff to all children.

If a child continues to struggle with any aspect of school life including exhibiting challenging behaviour, parent/carers are invited into school for a meeting to discuss the best way to support the child.

Support could be through:

- a communication book
- regular meetings with the parent/carer
- behaviour management plan
- seeking external support
- referral to the Senior Learning Mentor for 1:1 work or small group work
- referral to 'Zuki' the Wellbeing Dog
- reading to 'Poppy' Pets as Therapy Dog (MHJ)
- visiting and spending time with the chickens



- teaching assistant support for 1:1 work or small group work

The Senior Learning Mentor/Mental Health First Aider (MHJ) can:

- support in class, at playtime and lunchtime
- give advice and support to colleagues and parents/carers.
- support transition from home to school.
- support emotional regulation techniques using energy accounting.

The Mental Health First Aider (MHI) can:

- support in class, at playtime and lunchtime.
- support transition from home to school.
- give advice and support to colleagues and parents/carers.
- promote emotional regulation techniques by using Zones of Regulation.

### 13. STAFFING

- School staff have access to bespoke training to develop their skills and understanding
- Training is provided in house by current staff, through courses run by LBB, or external companies
- Additional adult support for children with an EHC Plan.

### 14. SPECIALIST EXPERTISE

The advice and support of the following external agencies is accessed through a formal referral to their service or by the Inclusion Manager requesting advice:

- LBB Educational Psychologist
- LBB Specialist SEN team
- LBB Inclusion Advisory Team (IAT)
- Integrated Therapies: Speech and Language, Physiotherapy, Occupational Therapy
- Child and Adolescent Mental Health Service (CAMHS)
- Barnet Integrated Children's Service (BICS)
- Autism Advisory Team
- School Nurse
- Consultant Paediatrician
- NHS services for hearing, sight and medical conditions
- Early Help
- Home Start
- Social Care
- Grief Encounter
- Mayor's Office for Policing and Crime (MOPAC)



## 15. TRANSITION ARRANGEMENTS WITHIN SCHOOL AND BETWEEN PHASES OF EDUCATION

There are clear procedures and systems in place to ensure transition runs smoothly.

### Transferring from Moss Hall Nursery (MHN) and other pre-school provisions

- The Inclusion Manager attends the annual review meetings for children with an EHC Plan
- The Inclusion Manager will meet with SENCo to discuss all children transferring

### Transferring to Moss Hall Infant School

- The Inclusion Manager meets with MHN Deputy Head/SENCo
- In the summer term before the children start in Reception the following happens:
  - The children will visit MHI with their Nursery Nurse or Teacher
  - The teachers from both settings meet to discuss all children coming from MHI
  - The EYFS Leader will visit other preschool settings where a significant number of children are transitioning
  - For a child with an EHC Plan, the support staff meet to share information
  - For a child with an EHC Plan, the class teachers meet to share information
  - For children with an EHC Plan or with significant needs a transition book of the school is sent home at the end of the summer term
  - For a child with an EHC Plan, parents are invited for a tour of the school with the Inclusion Manager in the summer term

### Transferring from Moss Hall Infant School

- The MHJ Inclusion Manager role includes supporting children with SEND in Year 2 and therefore attends Year 2 annual review meetings for children with an EHC Plan
- In the summer term before the children start Year 3 the following happens:
  - For a child with an EHC Plan, the support staff meet to share information
  - For a child with an EHC Plan, the class teachers meet to share information
  - Vulnerable children have additional visits to the Junior school in addition to when their classmates visit
  - The children have a transition book
- School records are shared.

### Transferring from another school (within the Key Stage)

- A meeting/discussion with the previous school takes place
- The parent/carer meet the Inclusion Manager and class teacher
- A tour of the school takes place
- The child has a buddy within the class
- School records are received by MHJS

### Transferring to another school (within the Key Stage)



- A meeting/discussion with the new school takes place
- Additional visits to the new school (with current staff if needed) take place to ensure a smooth transition for the child
- School records are passed onto the new school

### **Transferring to secondary school (MHJ)**

- During the Year 5 annual review meeting, secondary school options are discussed
- The parent/carer is encouraged to visit schools and speak to the Inclusion Manager about the needs of their child
- In the summer term of Year 6, a teacher from the secondary school meets the current class teacher and information is shared
- If the child has an EHC Plan the secondary school is invited to the annual review or at a later date to a transition meeting (shorter annual review) in the summer term
- Additional visits to the new school (with current staff if needed) take place to ensure a smooth transition for the child
- The Inclusion Manager liaises with secondary schools for other SEND/vulnerable children when needed
- School records are passed onto the new school

### **16. BARNET LOCAL OFFER**

- Local Authorities and schools are required to publish and review information about educational provision available for children and young people with SEND under the Children and Families Act 2014. This is known as the 'Local Offer'.
- The Local Offer should help parents/carers and families know what they can reasonably expect from their local schools.
- Click here for Barnet's Local offer: <https://www.barnetlocaloffer.org.uk/>

### **17. DEALING WITH COMPLAINTS**

If a parent/carer has a concern about their child, their first point of contact is the child's class teacher. If their worry has not been resolved they should then speak to one of the leadership team. For children with SEN this would be the Inclusion Manager.

If a parent/carer has a complaint they must follow the school's Complaints Procedure Policy which is available on the school website [www.mosshalljunior.org.uk](http://www.mosshalljunior.org.uk) or from the junior school office on the school website [www.mosshallinfantschool.org.uk](http://www.mosshallinfantschool.org.uk) or from the infant school office.



**APPENDICES:**

Appendix 1 SEN Support Process for SEN

Appendix 2 Quick Links to Advice and Support

Appendix 3 Whole School Provision Map



## Appendix 1

## SEN SUPPORT AT Moss Hall Schools Federation



The following process will be followed for children where there is a concern regarding learning or behaviour.

**Parent/Carer will be informed and involved at all stages**

***Stage 1: Classroom Monitoring and Meeting with Parent/Carer***

**If you have any concerns about a child:**

e.g. slow progress/poor concentration/communication/behaviour/emotional/social

Class teacher to meet with parent/carer to find out if there are any special circumstances and to reassure parent/carer that we will continue to monitor for 3 weeks.

Complete **Initial Concern: Strategies and Monitoring** form

Week One Class teacher meets SENCo and shares the concern and strategies being implemented.

***Stage 2: School Support – Progress Meeting with Parent/Carer, Class Teacher and SENCo***

**At end of 3 weeks:**

Class teacher, parent/carer and SENCo to meet.

Joint decision made to:

- 1) continue with strategies and meet after another 3 weeks or
- 2) move to Learning Support Plan (LSP)

Decision and rationale is recorded on Initial Concern form.

***Stage 3: School SEN Support – Learning Support Plan (LSP)***

**If move to LSP (week 3)**

Class teacher/Parent/carer/child/SENCo complete **Profile of Child** with LSP targets.

Class teacher completes **Identification of Needs** (relevant sections) to add to profile of the child.

Class teacher and SENCo populate LSP with targets and provision copy given to parent/carer.

An observation of the child may take place.

The LSP will then be reviewed in the LSP cycle.

If the child is a new pupil or class teacher thinks referral to agency is urgent; Inclusion Manager may accelerate to Learning Support Plan and refer to relevant agencies e.g. Speech and Language.

***Stage 4: Referral for Assessment***

If outside agencies are involved and concerns are ongoing, consider referrals for Educational Psychology assessment.

***Stage 5: Application for EHCP – Education Health Care Plan***

If concerns continue, consider evidence for statutory assessment for an EHCP with Inclusion Manager.

Documents: Initial Concern and Provision Tracker form, SEN Plan



## Appendix 2: Quick Links to Advice and Support

- Autism Education Trust: [www.autismeducationtrust.org.uk](http://www.autismeducationtrust.org.uk)
- Barnados Independent Support Service  
[www.barnados.org.uk/what-we-do/protecting-children/independent-support-send](http://www.barnados.org.uk/what-we-do/protecting-children/independent-support-send)
- Barnet Special Educational Needs and Disability Information, Advice and Support Service (SENDIASS)  
<https://www.barnetlocaloffer.org.uk/organisations/27214-barnet-special-educational-needs-and-disability-information-advice-and-support-service-sendiass>
- Bullying guidance (Department for Education): <http://tinyurl.com/DfE-Bullying-Guidance> ●
- Communication Trust: [www.thecommunicationtrust.org.uk](http://www.thecommunicationtrust.org.uk)
- Contact – Charity for families with disabled children: <https://contact.org.uk/>
- Council for Disabled Children [www.councilfordisabledchildren.org.uk/](http://www.councilfordisabledchildren.org.uk/)
- Dyslexia SpLD Trust: [www.thedyslexia-spldtr.org.uk](http://www.thedyslexia-spldtr.org.uk)
- I CAN – the children’s communications charity - [www.ican.org.uk](http://www.ican.org.uk)
- MindEd – elearning to support healthy minds: [www.minded.org.uk](http://www.minded.org.uk)
- National Autistic Society [www.autism.org.uk/](http://www.autism.org.uk/)
- National Deaf Children’s Society [www.ndcs.org.uk/](http://www.ndcs.org.uk/)
- National Sensory Impairment Partnership: [www.natsip.org.uk](http://www.natsip.org.uk)
- NASEN: [www.nasen.org.uk](http://www.nasen.org.uk) information and organisation contacts for SEN
- Royal National Institute of Blind People [www.rnib.org.uk/](http://www.rnib.org.uk/)
- Scope – Equality for Disability [www.scope.org.uk/](http://www.scope.org.uk/)





Appendix 3: MHSF Provision Map - 2024-25

Provision is across the Federation unless stated otherwise

Cognition and Learning			Communication & Interaction	Social, Emotional & Mental Health	Sensory and Physical Needs	Referrals and Adaptations		
Reading	Writing	Maths	Language and Communication	Social, Emotional and Behavioural	Physical Development	Inclusion Support	Classroom Adaptations	Autism Spectrum Condition
Additional Support (Intervention TA)	Additional Support (Intervention TA)	Additional In-Class support (TA)	Individual Speech and Language Therapy with SLT	Social Skills Group	Occupational Therapy (direct therapy/1-1 with TA)	Educational Psychologist Referral /Assessment	Workstation	SCERTS
Additional In-Class Support (TA)	Phonics Group	Basic Skills (Number Bonds)	Speech and Language follow up with TA	Barnet Integrated Therapies (BICS)	Gross Motor Skills group (TA)	Referral to Occupational Therapy /Physiotherapy Service	Individual Timetable	Workstation
Additional 1:1 Reading	Write From <u>The Start</u> (Handwriting)	Basic Skills (Times Tables)	Language <u>Enrichment Group</u> (Class TA)	CAMHS	Fine Motor group (TA)	Referral to Speech and Language Therapy	Safe Place	Now, Next Board
Precision Teaching High Frequency words	Fine Motor Skills Group	Foundation maths	Vocabulary Building	Life Skills	Physiotherapy (direct therapy/1-1 with TA)	EWO/Attendance	Move 'N' Sit Cushion	Finish Tray
Read, Write, Inc Group (phonics)	Touch Typing Programme MHJS	<del>TT</del> Rockstars (Times Tables) MHJS	New To English (intervention TA)	Autism Advisory Team support	Hearing Impairment Advisory teacher support	Referral to BICS	Writing Slope	Learning Breaks
Read, Write, Inc 1:1	Spelling Frame	Foundation Maths	Autism Advisory Team support	Grief Encounter (Bereavement Counselling)	Visual Impairment Advisory Teacher Support	Referral to CAMHS	Pencil Grip	
Volunteer Readers MHIS		<u>Pre Teaching</u> maths (Intervention HLTA) MHJS	SALT Toolkit activities	'Happy To Be Me' Group (self-esteem)	Sensory Circuits		Adaptive Ruler	
Coram Beanstalk (Trained Volunteer Reading Helpers)			Talk BOOST MHIS	'Happy to Be Us' (social skills) MHJS	Sensory Lodge		Adaptive Scissors	
Pre reading MHJ			Time to Talk EYFS MHIS	'Choose to Cope' (anxiety support) MHJS	Calm Room		<del>IPad</del>	
Fluency Reading MHJ			Language Nut (IT program) MHJS	Learning Mentor MHJS			Hearing Impairment Adaptations	
RWI Comprehension MHJ				Mental Health <del>First</del> Aiders			Visual Impairment Adaptations	
				<u>Well being Dog - Zuki</u>			Use of IT	
				Drama therapist (MHIS)				