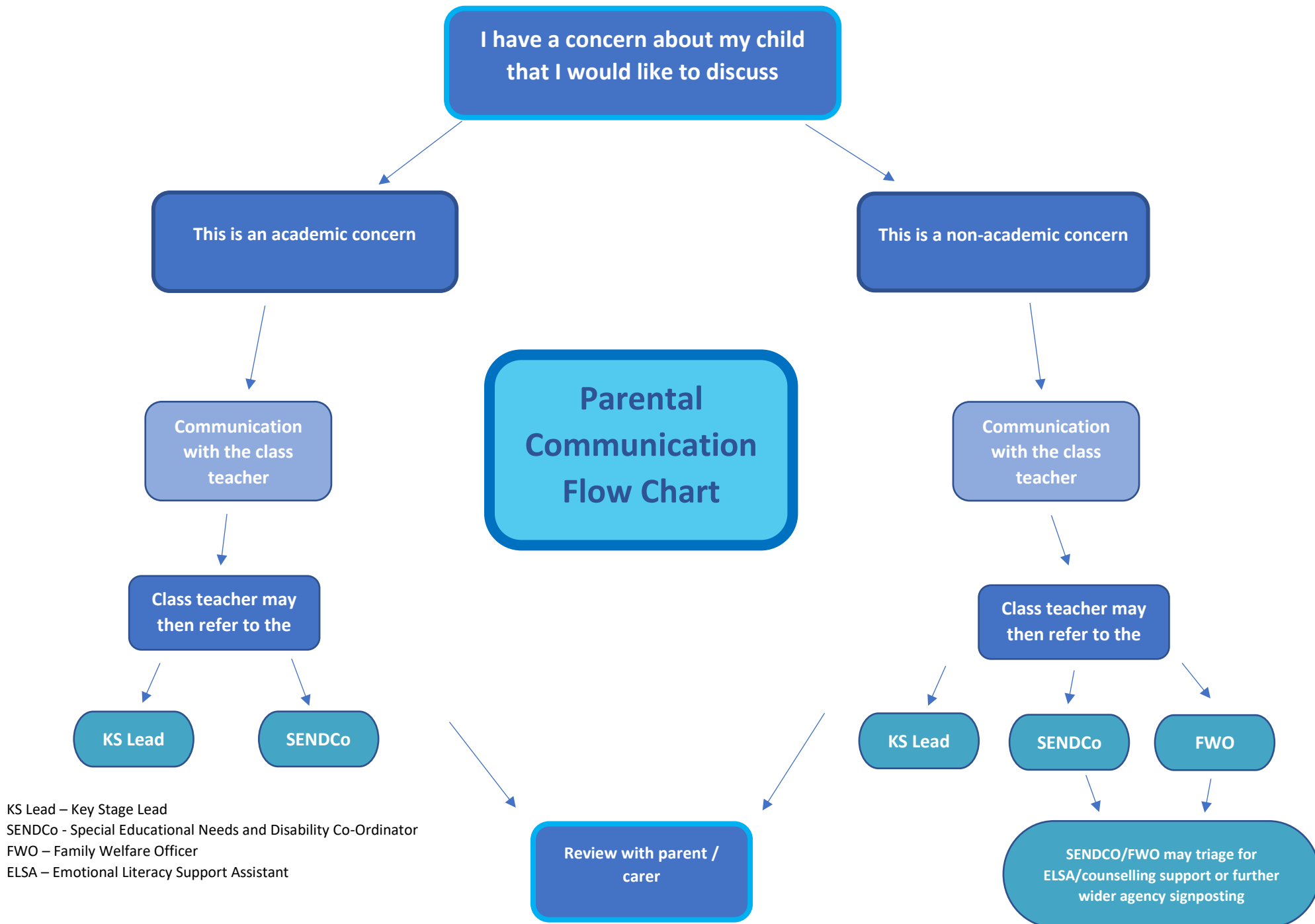




# Pastoral Team Handbook

Arunside Primary School

Parent Communication Flow Chart





[SENDCO - Mrs Victoria Hills](#)



### What are the roles and responsibilities of the SENDCO?

- Day to day responsibility for the operation of the SEND policy and co-ordination of specific provision made to support individual mainstream pupils with SEND, including those who have an EHC Plan.
- Co-ordinate arrangements with the class teacher regarding those pupils with SEN and disabilities.
- Develop effective whole school provision management of Waves 1, 2 and 3 support for pupils with SEN and disabilities, based on the principles of the West Sussex Ordinarily Available Inclusive Practice (OAIP)
- Ensure a clear process for identifying, assessing, planning, providing and reviewing for pupils who have SEN and disabilities with their parents/carers at the centre
- Provide a curriculum that is broad and balanced to engage all children at all levels and to promote an inclusive culture of learning
- Training needs of staff will be identified and met as far as possible with regard to: a. General awareness of and provision for special educational needs. b. Specific and practical support/training for identified special educational needs and/or specific difficulties e.g. speech and language
- Multi-agency working
- Safeguarding

Further information relating to SEND at Arunside, including our SEND Policy and SEND Information Report for parents, can be found on the school website [here](#).

Contact Email: [SENCO@arunside.school](mailto:SENCO@arunside.school)





## **[Family Welfare Officer \(FWO\) - Mrs Sara Lee](#)**

A trusted point of contact for families; a friendly face and a listening ear to have a cup of coffee with!

### **What does Arunside's Family Welfare Officer do?**

- Offer support to parent/carers/families who are referred by the school or who refer themselves so that they can help their children to fulfil their potential in school, e.g around reading, homework, positive behaviour and wellbeing
- Help families to access support for a wide range of issues
- Facilitate 1:1 and group parenting workshops
- Work closely with attendance data to raise the levels of attendance and improve punctuality
- Working closely with teaching staff, wider pastoral team and other agencies, building links to ensure families receive appropriate support
- Senior Mental Health Lead trained
- Young Carers Champion
- Safeguarding

### **How may I help you?**

- Face to face meetings over a coffee
- Phone calls
- Signposting to a wide range of agencies and professional organisations
- Follow up conversations with children in school
- Work closely with families to identify and resolve any barriers to attendance

### **As a parent/carer how can you help?**

- Keep the class teacher informed of any issues that may be affecting you or your child

Contact email: [FWO@arunside.school](mailto:FWO@arunside.school)





## Emotional Literacy Support Assistant (ELSA) – Mrs Sharon Roberts



### What is an ELSA?

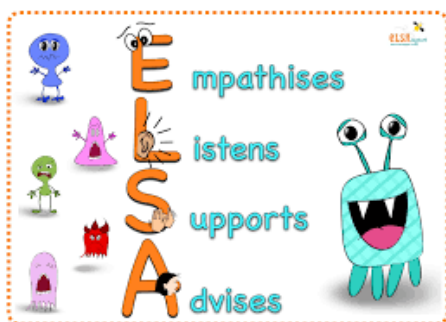
ELSA stands for Emotional Literacy Support Assistant - a trained member of staff who supports children in the development of their emotional literacy.

### What does an ELSA do?

- Supports children to recognise, understand and manage their own feelings – Emotional Regulation
- Supports children to recognise, understand and respond to other people's emotions – Empathy
- Other areas I support children with are, friendship skills, social-skills, worries and fears - anxiety, self-esteem, resilience, anger management, loss and bereavement

### How does the ELSA work?

- Weekly 30-minute sessions at a set time and day
- Either one to one or small groups, tailored to the child's individual needs
- Sessions are fun and may include role-play, puppets, board games, art and craft, stories and making books to take away for future reference
- Sessions include time to talk. Sessions end with a 5-minute mindfulness / calm time before they go back to class
- Progress will be reviewed 6 weekly



**Who is school counselling for?**

For children (and possibly the wider family) who have already received SENDCO, ELSA or FWO support and it is felt further, specialised intervention is needed to support their social, emotional and mental health.



It may also be deemed appropriate for counselling support to be put in place for a child who is subject to a Child Protection or safeguarding plan.

**How does it work?**

Arunside's school counsellor works 2 days per week and works with up to 9 pupils at one time.

**Clinical contact sessions:**

- Offer the provision of open-ended, non-directive therapy sessions to pupils aged 4-11years using creative and play therapy interventions
- The purpose of these sessions is to provide the child with a safe, non-judgmental space, where they can begin to process and make sense of challenging, upsetting experiences and difficult feelings
- The intention is to help children gain a greater understanding of their inner and outer worlds, identify unmet needs in their key relationships (mainly with their care givers) and to find ways to cope and manage stressful situations more constructively
- Provision of short-term, therapeutic sessions to parents, to support the parent-child relationship.
- Provision of short-term parent/child play therapy sessions, to improve the attachment relationship and positive play interactions.
- Provision of a drop-in service for parents to discuss their own or their child's emotional and mental wellbeing.
- Provision of a confidential space for any staff member to talk about a personal or professional issue.

**Administrative and wider responsibilities:**

- Completion of an assessment intake form and counselling consent form with parents.
- Completion of CORs outcome measures at the start and end of counselling. Review progress every half term with each child.
- Offer regular meetings and updates to parents.
- Completion of end of counselling reports for each child and an annual summary of counselling activities undertaken for the academic year. Share with the SENDCO.
- Meet regularly with the SENDCO and pastoral team to monitor and review the progress and needs of the children currently receiving counselling, as well as those children being considered for counselling.
- To liaise with the head teacher, key members of staff and other professionals as required, in order to promote the wellbeing of each child and to meet safeguarding requirements.
- Support Family Welfare Officer to deliver parenting workshops and parent support networks.
- To attend independent fortnightly clinical supervision.
- Keep up to date with safeguarding guidelines.
- Keep up to date with professional membership and CPD requirements.