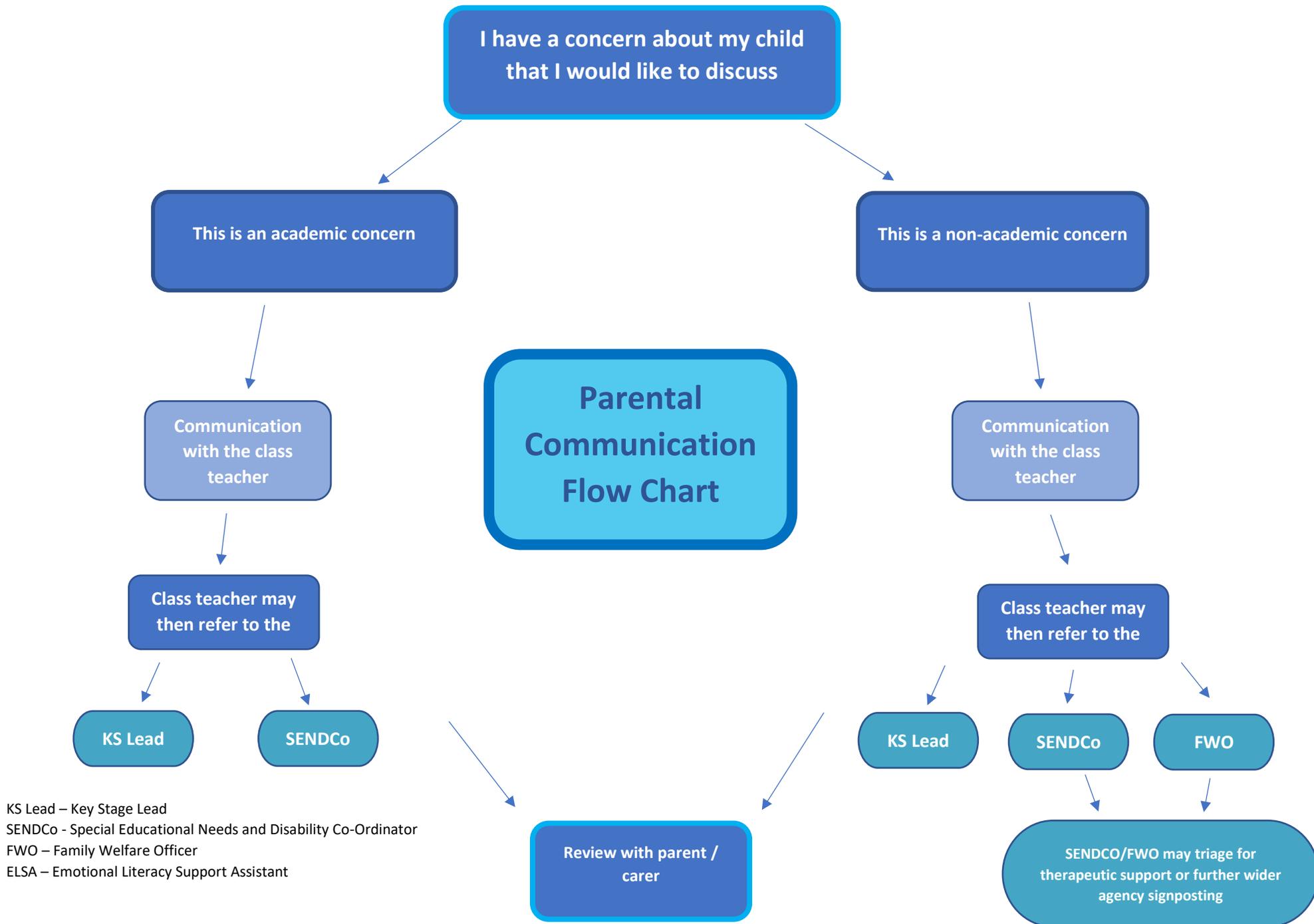




Pastoral Team Handbook

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





Family Welfare Officer (FWO) - Mrs Sara Lee and DDSL

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 a wide range of external support
- Facilitate 1:1 and group parenting workshops to support families, alongside the ELSA
- 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
- Meet regularly with the pastoral team to monitor and review the progress and needs of the children currently receiving interventions, as well as those children being considered for interventions.
- Senior Mental Health Lead trained
- Wellbeing champion
- Mental Health First Aider
- Deputy Designated Safeguarding Lead

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/carers 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





Assistant SENDCO, ELSA and Drawing and Talking Practitioner – Mrs Sharon Roberts

Assistant SENDCO - supports the SENDCO, teachers, TA's and pupils by;

- Completing sensory checklists and writing Sensory Plans
- Facilitating Processing and Dyslexia screeners
- Writing personal timetables for pupils
- Writing Social Stories
- Gathering information for EHCPs and Annual Reviews
- Attending meetings with SENDCO, parents, outside agencies, teachers and Tas

Emotional Literacy Support Assistant (ELSA)

ELSA sessions support children to:

- Recognise, understand and manage their own feeling – Emotional Regulation
- Recognise, understand and respond to other peoples' emotions – Empathy
- Supports children with Friendship Skills, Social Skills, Self-Esteem, Resilience, Worries and Fears, Anger management and Loss and Bereavement

How?

- 6 – 10 weekly 30-minute sessions at a set time and day
- Sessions may include; colouring, role-play, board games, art and crafts

Drawing and Talking Practitioner

Drawing and Talking is a safe and gentle therapeutic approach to support children to process emotions they are holding internally in a safe and non-confrontational way.

Drawing and Talking can support:

Young carers
Those waiting for CAMHS
School Avoidance
Special Educational Needs
Anxiety
Family separation
Bullying
Friendship problems
Bereavement and loss

How?

- Twelve one to one 30-minute - weekly sessions at a set time and day
- Children draw anything they choose and will be encouraged to talk about their feelings in a storytelling language.