

[SEND INFORMATION REPORT for Chelsea Community Hospital School](#)

The Chelsea Community Hospital School SEND Information Report is available on the CCHS website:
www.cchs.org.uk

The Chelsea Community Hospital School SEND Policy is also available on the CCHS website:
<http://www.cchs.org.uk/DOCUMENTS/SEN%20policy%20September%202017.pdf>

Paper copies of both the CCHS SEND Information Report and the CCHS SEND Policy are available from the schoolrooms of all our school sites.

The Chelsea Community Hospital School Send Information report and SEND Policy are both published online on the Royal Borough of Kensington and Chelsea SEND Local Offer which provides information about services that children, young people with Special Educational Needs and/or Disabilities and their families can expect from a range of local agencies: <https://www.rbkc.gov.uk/kb5/rbkc/fis/localoffer.page?localofferchannel=0>

The Chelsea Community Hospital School Send Information report and SEND Policy are both published online on the London Borough of Westminster SEND Local Offer which provides information about services that children, young people with Special Educational Needs and/or Disabilities and their families can expect from a range of local agencies: <https://fisd.westminster.gov.uk/kb5/westminster/fis/localoffer.page?localofferchannel=0>

OUR VISION:

[HTTP://WWW.CCHS.ORG.UK/ABOUT-US/OUR-VISION](http://www.cchs.org.uk/about-us/our-vision)

Admissions:

Your child will be eligible to be taught at our school if they are an inpatient on the Paediatric wards at Chelsea and Westminster Hospital, the Royal Brompton Hospital, St Mary's Hospital, The Collingham Child and Family Centre, Portland Hospital or Harley Street Hospital and are referred by the medical teams based in those hospitals.

Your child may be offered a Community Student placement if they are referred to CCHS by a medical or psychiatric consultant.

1. Who are the best people to talk to at Chelsea Community Hospital School about my child's difficulties with learning, special educational needs or disability?

- Your child's hospital teacher will be available to talk to you about your child's education, either at the bedside or in the hospital schoolroom before or after lessons.
- Your child will be allocated a key teacher if he/she child has a long term in-patient admission or is admitted recurrently. This key teacher will be the main person who contacts you or your child's school.
- Our school has a Lead SENDCo, Sarah Pfutzner and a SENDCo Nicola Frankcom, and they are available to meet with you by appointment should you wish to discuss issues relating to your child's Special Educational Needs in further detail.
- Janette Steel, Principal of Chelsea Community Hospital School, will be available to meet with you by appointment should you have any concerns or complaints about your child's special Educational Needs.

Contact details:

senco@cchs.org.uk

2. How will the school let me know if they have any concerns about my child's learning, special educational needs or disability?

- If your child has profound and multiple learning difficulties or is non-verbal our hospital teachers will seek your advice before they start teaching your child as you are the person who knows your child best.

- Our hospital teachers will ask you for details of your child's home school and will contact the school to find out more about what your child enjoys doing there and what topics and targets your child is working on.
- Our hospital teachers will ask you if your child uses a communication passport and if they have an Education, Health and Care Plan or whether they receive additional support in their home school.
- Our teachers will carry out informal assessments to find out what level of work to give your child whilst they are in hospital.
- If you are a parent of an in-patient pupil you will be given verbal feedback at the end of each teaching session.
- There are termly parent/teacher consultations for our long term Community Students.
- One of our SENDCos may contact you to arrange a meeting to discuss your child's difficulties with learning and any possible support strategies our school might be considering.

3. How will the school consider my views and those of my child with regard to her/his difficulties with learning, special educational needs or disabilities?

- At Chelsea Community Hospital School we want you and your child's educational experiences to be as positive as possible during what might be a very stressful period in your lives.
- Our staff aim to work in full partnership with yourself and your child as well as with the other professionals in the hospital.
- We believe that it is of utmost importance for parents/carers to be involved in all areas of their child's learning and we actively encourage regular discussions.
- We believe, as far as possible, that it is essential to understand your child's views on any difficulties they may experience with their learning.
- Our staff will make themselves available to discuss any of your concerns or those of your child.
- If your child is a Community student you will invited to a termly consultation with all your child's teachers, and the Principal to discuss current progress, support strategies being used and expected outcomes.
- If your child has an Education, Health and Care Plan (EHCP) you and your child will, in addition, be able to share your views at the Annual Review.
- If your child has a Statement of Special Educational Need you and your child will be able to share your views in the transition meeting to convert the Statement into an Education, Health and Care Plan (EHCP).

4. How does Chelsea Community Hospital School ensure the teaching staff are appropriately trained to support my child's Special Educational Needs and/or disability?

- The staff at CCHS believe that the needs of all children and young people are individual and therefore they will always seek advice from parents/carers and the home school.
- At CCHS we believe that your child's learning needs will first be met through the high quality teaching delivered by their teacher. All of our staff are experienced in supporting and/or teaching children and young people with Special Educational Needs and/or Disabilities.
- CCHS has a planned programme of weekly Inset sessions after school on a Tuesday and Wednesday and five training days across the school year. Staff are asked at the end of every year to identify gaps in their knowledge and confidence relating to Special Educational Needs and these are targeted through internal and external training.
- CCHS is able to access training programmes from different organisations including the Tri Borough Training and Outreach team based at QE2 School.
- Our Lead SENDCo, Sarah Pfutzner, has completed the postgraduate National Award for SENDCos and has an MA in Special Educational Needs.
- Our SENDCo, Nicola Frankcom, is currently completing the postgraduate National Award for SENDCos.
- Your child's key teacher is responsible for making all other staff aware of your child's special educational needs and/or disabilities.

5. How will the curriculum and the school environment be matched to my child's needs?

- At CCHS we believe that your child's learning needs will first be met through the high quality teaching delivered by our teaching staff.
- Our teaching staff will adapt lesson planning and teaching to match your child's special educational needs and/or disability.
- If your child has work from their home school we will focus on helping them to complete this work before offering them additional activities.
- If your child receives SEN support in their home school or has an EHC plan then we will try to support them in the same way whilst they are being taught at CCHS.
- For long term pupils (an admission of 10 days or more) we will carefully plan our curriculum to match their age, ability and needs. An Individual Learning Plan with specific targets for your child will be written following a three week period of assessment and this will be reviewed every 6 weeks or more frequently if necessary.
- Our classrooms are fully accessible for wheelchairs and beds.
- Our timetables and environment are adapted daily to suit the changing needs of our pupils.
- Our staff will be constantly mindful of the medical needs of your child and will seek extra support from yourself and/or the nursing team whenever needed.
- Within the schoolroom at the Royal Brompton Hospital the learning space can be divided into 5 separate rooms, with glass sliding doors, so that your child can see other pupils but still be taught in isolation.
- Within the schoolroom at the St Mary's Hospital the learning space can be divided into 3 separate rooms, with glass sliding doors, so that your child can see other pupils but still be taught in isolation.

6. What types of support may be suitable and available for my child?

- Our staff aim to make our classrooms and lessons inclusive for all through differentiation when teaching.
- Our staff aim to make our classrooms fully accessible for all. We change the layout of our classrooms to suit the needs of our pupils.
- We will offer 1:1 teaching or 1:1 support to your child as necessary for at least one hour per day.
- We aim to offer a wide range of learning experiences to cater for different learning styles.
- We have the time and staffing to offer high levels of pastoral care and support.
- We see each child or young person as being individual and we will not make assumptions about what learning needs they may have.
- We are sensitive to the fact that a child or young person may be experiencing a range of emotions about being in hospital and that they may have additional needs as a result of their medical condition.
- We will have an informal and flexible approach to introducing your child to school whilst in hospital and all our staff use their first names.
- We will write an education report for your child if they have been taught by us for at least ten days.
- We can support communication and interaction through the use of Makaton, visual timetables and picture exchange resources.
- We can offer your child access to wide range of technology and specialist equipment including switches to support learning and communication.

7. How will you support my child to reach his/her learning goals?

- As outlined by the SEND Code of Practice 2015 staff at CCHS will follow a four-part graduated approach in supporting pupils in reaching their learning goals.
- This four-part graduated approach will consist of Assess, Plan, Do, Review:
 1. Assessing a pupil's needs
 2. Planning a way to support them, an intervention
 3. Doing or carrying out this intervention
 4. Reviewing how well this intervention has or hasn't worked

- The information gathered from this process will be used to produce Individual Learning Plans every six weeks for our long term pupils.
- If a pupil does not make adequate progress despite the interventions put in place for them then the SENDCo will seek more specialist advice. This advice may come for example from an Educational Psychologist, a Clinical Psychologist, a Speech and Language Therapist, an Occupational Therapist or a professional from the Child and Adolescent Mental Health Service (CAMHS). The staff at CCHS will then put in place the recommendations made by these professionals.
- If a pupil continues to struggle to achieve the learning outcomes expected for their age, despite advice and support being put in place from specialist professionals, then CCHS will suggest that parents/carers consider applying for statutory assessment.
- If parents or carers decide to apply for the statutory assessment for their child, which may result in an Education, Health and Care plan, the SENDCos at CCHS will support families throughout this process.

8. What is an EHC Plan and who can request one for my child?

- An Education, Health and Care plan (EHCP) is a legal document that specifies the provision that is needed to meet the special educational needs of a child or young person in order to secure improved outcomes for him/her across education, health and social care and, as he/she gets older and to prepare for adulthood.
- An EHC Plan contains:
 1. the views and aspirations of the parents/carers and the child or young person,
 2. a full description of a child's or young person's special educational needs and any health and social care needs,
 3. agreed outcomes for a child's or young person's progress,
 4. details of the provision that will be provided by education, health and social care to support the achievement of the agreed outcomes.
- The Local Authority of a child's or young person's family will decide if an EHC plan is to be granted following an Education, Health and Care Needs Assessment.
- During an Education, Health and Care Needs Assessment the Local Authority will consider information from the child or young person and their parents or carers along with advice from all of the professionals working with that child or young person.
- A parent/carer can request an Education, Health and Care Needs Assessment.
- A young person aged 16 or over can request an Education, Health and Care Needs Assessment for themselves.
- The home school of a child or young person, usually the Head Teacher or the SENDCO, can request an Education, Health and Care Needs Assessment.
- At CCHS the Principal, the SENDCos and the teaching staff will support a parent/carer who make a request for an Education, Health and Care Needs Assessment. However CCHS will not lead a request, this is because if we did it would affect your rights to make an appeal to the SEN Tribunal.

9. How will you help me to support my child's learning?

- Whilst your child is in hospital their medical needs will always come first. However the staff at CCHS will liaise with the other professionals within the hospital to ensure that your child has the maximum opportunity to access education either in the schoolroom or at their bedside.
- The staff at CCHS will work in partnership your child's home school and help you to communicate with them as required. We will let the school know by email when your child is discharged from hospital.
- If your child is unable to return to school following their discharge from hospital, we will send a referral for home tuition to your Local Authority or your child's home school as appropriate.
- If you live in the Royal Borough of Kensington and Chelsea or the London Borough of Westminster, and your child is unable to return to school following their discharge from hospital, then our staff will provide your child with at least four hours of home tuition per week until they are medically able to return to their home school.
- If your child is educated at CCHS for ten days or more the teaching staff will write a report describing the activities that they have taken part in and the learning outcomes that your child has achieved.

- If your child is a long term or Community pupil they will have an Individual Learning Plan with individualised targets written, taught and reviewed every six weeks and these plans will be shared with you.
- We will provide additional learning activities for your child to complete outside of school hours unless you request us not to.
- If your child is at Collingham Child and Family Centre you can attend a parent support group that is run every Monday morning.
- We welcome regular feedback from parents and carers about their child's experiences of learning at CCHS.

10. How is support allocated to children and young people and how do they move between the different levels of support in school?

- The support needed by our short term and long term inpatient pupils will be assessed on a daily basis by our Site Co-ordinators and our timetable and staffing will be adjusted to try and meet the needs of all pupils each day.
- Our Community Students, both those with an Education, Health and Care plan and those without, will have their individual support planned through provision mapping.

11. How will CCHS review the support that they have put in place and how can I and my child be included in this process?

- The staff at CCHS will encourage pupils and their parents and carers to talk about their experience of our hospital school and what ongoing or extra support they may need to take part as much as possible.
- Community students will be encouraged to set and review their own educational targets at the beginning and end of each half term.
- The parents and carers of our Community students will be able to meet with the teaching staff at least three times a year to talk what is working well and to address any concerns.

12. What support will there be for my child's happiness and wellbeing at Chelsea Community Hospital School?

- At CCHS we believe the happiness and wellbeing of all our pupils is of paramount importance.
- Our staff will offer a high level of pastoral care and will be sensitive to the fact that your child is in hospital and therefore maybe in pain or feeling overwhelmed by their experiences.
- Our school policy is that no medical procedures (except in the case of an emergency) take place within our classrooms therefore they are a safe space away from the ward.
- Our staff try to make all hospital learning as fun as possible and plan activities that engage pupils who initially seem reluctant to join in.
- We have an Art Therapist and two Learning Mentors who can offer support to our long term and Community students.

13. How will my child be included in the same activities as his/her peers within the hospital school?

- CCHS is an inclusive school and after taking into account the medical needs of all of our pupils we aim to give all our students equal access to the our schoolroom and resources regardless of their special educational needs or disabilities.
- At the Royal Brompton Hospital we have five interconnecting classrooms on Rose ward to enable pupils with Cystic Fibrosis to remain in medical isolation but still be taught alongside their peers.
- As far as possible we will plan activities that enable all our pupils to take part in together.

14. How will CCHS support my child in transition stages?

- When your child is discharged from hospital CCHS will email your child's home school or education provider to inform them.
- If your child is a pupil at Collingham Child and Family Centre their reintegration to school will be planned and supported by their key teacher and our Reintegration Support Officer, Amy Blythe.

- CCHS has a full time Careers Coordinator, Ben Lewis, who works on all our sites to support pupils from Year 9 to plan for post-16 education, training or employment.
- At The Royal Brompton Hospital, when a young person transitions from the paediatric ward to the adult ward, there is a continuity of staff and sessions offered to support both educational, enrichment, and pastoral needs.

15. What if my child is due to sit an exam whilst they are in hospital?

- CCHS is a registered exam centre and therefore your child will be able to sit their exams whilst they are in hospital.
- Our teachers and Exams Officer will liaise with parents, home schools and exam boards to arrange for exam papers to be received and returned according to regulations.
- If your child is a long term Community Student their needs will be assessed prior to sitting their exams and in consultation with yourself and your child our Exams Officer will apply for the appropriate Access Arrangements for example the use of a scribe, being allowed additional time or being allowed supervised breaks during the exam.

16. What is the Local Offer and where can I find it?

- The Local Offer is a website provided by the borough in which you live. You can use this website to find out information about the range of professional services that are available to children and young people with Special Educational Needs and/or Disabilities and their families.
- You can find the Local Offer for the Royal Borough of Kensington and Chelsea here: <https://www.rbkc.gov.uk/kb5/rbkc/fis/localoffer.page?localofferchannel=0>
- You can find the Local Offer for the London Borough of Westminster here: <https://fisd.westminster.gov.uk/kb5/westminster/fis/localoffer.page?localofferchannel=0>

17. Who can I contact if I have a complaint about the SEN provision made for my child?

- To start with please talk to your child's key teacher and/or the SENDCo in order to try to solve any problems you may have.
- If you would like to take your complaint further you can contact Janette Steel, the Head Teacher.
- The CCHS Complaints Procedure Policy is available here: <http://www.cchs.org.uk/DOCUMENTS/Complaints%20Policy-CCHS-2012.pdf>