



Inclusion Policy

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Signed:

Chair of Governors:

Headteacher:

Introduction, aims, purpose of policy

The aim of this policy is to promote inclusive practice and ensure that all children, whatever their needs or barriers to learning are able to make excellent progress.

The purpose of the policy is to describe how we intend inclusion at Chase Bridge to be reflected within the school environment, the curriculum and within teaching and learning. The policy provides guidance on matters of equality and educational inclusion and outlines the principles that underpin our inclusive practice.

The intention is for the whole school community to be clear about the arrangements for inclusion, for there to be a common understanding of the principles of inclusion and to ensure a continuity and consistency of practice across the school.

Policy Summary

All children are entitled to provision that meets their needs and helps them to make excellent progress. Where necessary reasonable adaptations should be made to personalise this provision. All teachers have a responsibility to provide for the full range of needs in their class by ensuring that planning and provision are suitably differentiated. The Inclusion Manager (SENCo) has a key role in supporting staff to help personalise the curriculum and liaise with parents/carers and a variety of agencies to ensure that children have access to the support that they need.

The policy describes the way we strive to meet the needs of all children. All children are welcome at Chase Bridge.

This policy is written in line with the requirements of:

- Part 3 of the Children and Families Act 2014
- SEN and Disability Code of Practice: 0-25yrs 2014
- The Special Educational Needs and Disability Regulations 2014
- The Special Educational Needs (Personal Budgets and Direct Payments) Regulations, Section 49
- The Order setting out transitional arrangements, Section 137
- Equality Act 2010

Please also refer to the following school documents:

- Attendance and Lateness Policy
- Assessment Policy
- Behaviour and Anti-Bullying Policy
- Complaints Policy
- Every Child Matters Policy
- Medical Policy
- Safeguarding and Child Protection Policy
- SEND Information Report for Parents and Carers
- Teaching and Learning Policy

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I. Principles of Inclusion

Our whole school vision clearly articulates the central importance of inclusion to our practice:

‘At Chase Bridge our vision is for all children to excel at learning, be able to express their talents and know how to care for others. We are an inclusive school where we all come to learn. We want our children to reach the highest standards, be healthy, safe, happy, develop a love of learning and the skills of independence to make informed choices that prepare them to be successful members in society’.

All children at Chase Bridge have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them and to be included in all aspects of school life. This does not mean that all learners will all be treated in the same way: account is taken of children’s varied backgrounds and individual learning needs when planning provision. Significant groups who may require different/adapted provision are:

- minority ethnic and faith groups
- Children in receipt of the Pupil Premium Grant (PPG)
- travellers, asylum seekers and refugees
- learners for whom English is an additional language
- learners who have a disability
- pupils with special educational needs
- pupils with medical conditions
- those who are high achieving in the core subjects and/or broader curriculum
- children in service families
- those who are “Looked after” by the Local Authority
- children with ‘child in need’ or ‘child protection’ plans
- those who are young carers
- any learner for whom lateness and attendance is an issue
- any learners who are at risk of exclusion
- any vulnerable pupil

2. The Role of the Inclusion Team

The team is led by the SENCo. The role of the team is to support the achievement of all pupils and in particular monitor the attainment and progress made by significant pupil groupings within the school. The analysis of performance data and evaluation of practice help to identify strengths and aspects for improvement. These are reflected in the action plan that forms a part of the School Development Plan (SDP).

The Role of the Governing Body

The Governing body’s responsibility is to:

- ensure this policy is adhered to across the school
- monitor progress of the inclusion team against the SDP priorities
- meet the Inclusion Manager (SENCo) termly
- contribute to the accessibility plan
- ensure that the provision is inclusive for all pupils

Partnership with Parents and Carers

At Chase Bridge we consider it essential that staff and parents/carers work together to support their children. All parents/carers are welcome to meet the teacher meetings and are provided with regular updates via our newsletter. Twice a year, they are invited to discuss the progress of their child, ways to support them and any concerns that have arisen. At the end of academic year they receive a

written report. If appropriate, we are happy to arrange meetings outside these times if any concerns arise. Chase Bridge strives to build better communication and support systems to work collaboratively and effectively with parents and carers.

There is a designated Family Worker within the school whose role is support families with issues relating to family life, signposting them to other agencies and offer strategies to help them support their children.

Admission Arrangements

All admissions are dealt with by Richmond Local Authority who set the criteria for entry. Nursery applications are given directly to the school and an offer is made to those with siblings already here at Chase Bridge but all other applications are sent to the Local Authority where they advise the school on who meets the criteria to be offered a place.

Induction and Transfer Arrangements

For those starting nursery or reception at the beginning of a new academic year parents/carers are offered the opportunity to attend a school tour. Following the offer of a place there is an information evening, taster sessions for the child at school and home visits all prior to a child starting Chase Bridge. If appropriate we have good links with most local nurseries and the staff attend the Local Authority transfer afternoon.

If a child is transferring from another school at any time then parents/carers and the child will be offered a meeting with the Headteacher to discuss any needs, see the school and for the child to meet their teacher. If any needs are identified the Inclusion Manager (SENCo) will contact any relevant professionals to ensure a smooth transition and all arrangements are in place.

When a year 6 child is transferring to secondary school all paperwork is completed by the teachers and sent to the receiving school. The Inclusion Manager (SENCo) attends the Local Authority transfer meetings to pass on any needs and if appropriate, additional induction sessions are arranged.

When a child transfers to another school at any other time all paper and online records are sent to the receiving school. If the Inclusion Manager (SENCo) feels additional information needs to be passed on, they will also call the school.

3. Differentiated Curriculum Provision and Formative Assessment

The Teachers' Standards set out the minimum level of practice expected. It states:

'A teacher must have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.'

In order to make progress a child may require differentiation of the plans for the whole class. This may involve modifying learning objectives, teaching styles and access strategies.

Monitoring of progress will be ongoing by the class teacher in line with our teaching and learning policy and assessment policy.

4. Monitoring and Tracking of Pupil Progress and Attainment

For further information please see our Assessment Policy ([link](#)).

5. How Chase Bridge supports significant groups of learners

5a. Minority ethnic and faith groups: Chase Bridge is not a faith school and as such doesn't promote one faith over another although we do acknowledge and respect people of all faiths and those who have none.

5b. Children in receipt of the Pupil Premium Grant (PPG): The Pupil Premium Grant is additional funding for disadvantaged pupils from reception to year 6 to raise their attainment and close the gap between them and their peers. We carefully monitor the attainment and progress of these children implementing interventions where it is deemed necessary. Please see our website to see how we use this funding to support these pupils and the outcomes achieved. ([Link](#))

5c. Travellers, asylum seekers and refugees: Richmond borough has relatively few travellers, refugees and asylum seekers. Chase Bridge would need to be flexible in its approach and induction programme to support these potentially isolated and vulnerable families. We would work with social care if the child is unaccompanied.

5d. Pupils for whom English is an Additional Language (EAL): Sometimes a child arrives at Chase Bridge with little or no English. It may be appropriate to request the Ethnic Minority Traveller Achievement Service (EMTAS) to do a home language assessment to help us understand the child's needs. There are also a number of children for whom English is their second language and only have a limited vocabulary and knowledge of English so are not fully accessing the curriculum; they may require additional support. Then there are those who are nearer the end of their acquisition of English who we monitor. The school will always endeavour to support parents/carers who don't speak English. Where possible we will use the services of an interpreter to assist those parents/carers to ensure they can access the relevant information.

We maintain a register of all children that have English as an Additional Language. We monitor the range of languages and the level of need. We are clear that the needs of EAL children are different to other groups.

5e. Special Educational Needs (SEN): For more information see the SEND Information Report for Parents and Carers. ([link](#))

5f. Medical Conditions: For more information to see how we support those medical conditions see our medical policy. ([link](#))

5g. High achieving pupils: Some pupils may be identified as having a particular talent in one or more curriculum area. The learning needs of this group of pupils are taken into account by staff when planning the curriculum. In addition to this provision, we also provide additional group work within the school or make available any opportunities in the wider community for children with high abilities to flourish, whether this be academic (for example the Primary Maths Challenge), sporting, musical, in the arts or some other identified area.

5h. Service Families: Chase Bridge is adjacent to the Royal Military School of Music at Kneller Hall so some of our children have one or more parent in the armed forces. This can mean more frequent moving of schools and emotional upheaval or deployment of parent. The school receives funding to help support these children and their families. Please see our website to see how Chase Bridge uses the funding. ([link](#))

5i. Looked After Children (LAC): Under the Children Act 1989 a child is looked after by the authority if he or she is in their care or provided with accommodation for more than 24 hours by the

authority. All looked after children must have a Personal Education Plan (PEP) as part of their overall care plan. Chase Bridge's designated teacher is Laura Jeffery who leads on promoting, monitoring and supporting every looked after child on roll at Chase Bridge. Please refer to the role and responsibilities of the designated teacher for LAC: statutory guidance and our safeguarding and child protection policy, for more information. ([link](#))

5j. Children subject to Child in Need or Child Protection Plans: Please see our safeguarding and child protection policy ([link](#)).

5k. Young Carers: A young carer is a child between 5 and 18 years old who helps someone in their family who requires practical or emotional support. We identify and support these children who take on this role. We have also established links with The Richmond Young Carers Service.

5l. Lateness and Attendance: There is a negative impact on a child's academic, social and emotional well-being if they are frequently late and/or don't attend school. As such the family worker and office staff monitoring and following up all issues in this area. For more details, see our attendance and lateness policy. ([link](#))

5m. Behaviour and exclusion: Behaviour and Anti-bullying Policy. ([link](#))

5n. Vulnerable children: There are many situations that contribute towards families and/or their children being more vulnerable such as parental/sibling substance misuse, lack of parental education, mental health issues and financial hardship etc. It is important these families are supported so the children can access and fully participate in their education. We have set up a nurture group for children in KSI on behalf of the local group of schools. Children are able to access this provision from Chase Bridge and we also benefit from having the expertise of those staff on site. ([link](#))

5o. Disability: The Equality Act 2010, defines disability as when a person has a '*physical or mental impairment which has a substantial and long term adverse effect on that person's ability to carry out normal day to day activities.*' Physical or mental impairment includes sensory impairments and also hidden impairments. In the DDA 'substantial' means 'more than minor or trivial'. 'Long term' means 'has lasted or is likely to last more than 12 months.' This definition is broad and includes children and adults with a wide range of impairments, including learning disabilities, dyslexia, autism, speech and language impairments, Attention Deficit and Hyperactivity Disorder (ADHD), diabetes or epilepsy, where the effect of the impairment on the pupil's ability to carry out normal day-to-day activities is adverse, substantial and long-term. All of those with cancer or surviving cancer, HIV or Multiple Sclerosis are now included from the point of diagnosis.

The test of whether the impairment affects normal day-to-day activity is whether it affects one or more of the following:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to lift, carry or otherwise move everyday objects
- Speech, social communication, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Behaviour including phobias, anxiety, obsessions and depression
- Perception of risk of physical danger.

The Equality Act 2010 places a legal obligation on schools making it unlawful to discriminate against children, staff and other stakeholders with a disability.

For more information see the SEND Information Report for Parents and Carers. ([link](#))

6. Accessibility

An inclusive learning environment ensures that all children are offered a broad and balanced curriculum and no child will be excluded from any activity due to their needs, disability or medical condition unless it is clearly of benefit for that child not to be included, or there is a risk to their own health and safety or that of others. We will make sure that physical aids and written information to both parents and pupils enhances and promotes their access.

We aim to ensure there is access for all to the physical environment of the school.

Through our accessibility action plan we intend to identify needs and make improvements to our school to increase and develop our accessibility.

7. Equality

At Chase Bridge staff and pupils are treated fairly and with respect. Indirect and direct discrimination, harassment and victimisation of a member of the school community as a result of sex, race, disability, age, social background, disability, religious or political beliefs, family circumstances, pregnancy or maternity, gender reassignment or sexual orientation will not be tolerated. More information can be found in our Behaviour and Anti-bullying Policy. ([link](#))

Chase Bridge is committed to ensuring equal opportunities for all children and will make every effort to make reasonable adjustments are made to facilitate this.

Our planning addresses the following areas:

- **Physical environment** – addressing any alterations that may be required to the structure of the building or site to secure access for pupils, staff, parents and visitors
- **School curriculum** – including our provision for teaching and learning, the wider curriculum, extra-curricular activities and school visits.
- **Support services** – access to services within and external to the school to support families where a disability is identified
- **Awareness** – building awareness of staff through training and development and heightening children's awareness of issues related to disability
- **Communication of information** – how information is communicated within school and to a wider audience and supporting access to communication for all members of the community

There will be opportunities for staff to attend training to further develop an awareness of disability and to ensure that every child receives the best possible provision and opportunities.

Appendices

Appendix A- Accessibility Action Plan 2014-2018

IMPROVING ACCESS TO THE CURRICULUM

Target	Action	Resources	Timeframe	Outcomes	Evaluation
To develop the access to information technology to support those current needs in the school.	To make available IT resources to support children access their learning.	iPads Laptops Talk tins	July 2018	Children are able to access learning opportunities e.g. typing instead of hand writing their work.	
To review our lunchtime curriculum to make it accessible to all children with a particular focus on hearing impairment, ADHD and autism.	To deploy staffing and resources effectively to support children.		April 2017	For all children to have a positive experience at lunchtime.	We have a lunchtime club and additional staffing for those children that find lunchtime and playtimes challenging. We are looking to extend this to KS2 and create a greater variety of experiences and activities. Playground area has been expanded and grounds have been further developed to meet the range of social, emotional and learning needs.
Improve access for hearing impaired children	Audio link for children with hearing impairment	Audio equipment	ongoing	Improved engagement for HI children in lessons and assemblies	
Nurture Group for KS1	Maintain use and outreach work into mainstream school	Access to staffing and NG outdoor area	ongoing	Provision enables targeted children to better access learning in the mainstream setting	

IMPROVING ACCESS TO THE PHYSICAL ENVIRONMENT

Target	Action	Resources	Timeframe	Outcomes	Evaluation
To ensure all improvements/developments to the school site consider current needs in the school.	When any new plans are developed current needs are discussed at the planning stage.		July 2018	Most children can access all areas in a safe way.	
To continuously monitor the intake of children to ensure their needs are met and reasonable adjustments are made to facilitate any arising needs.	Seek advice from the appropriate outside agency.	Use appropriate external agency support e.g. CENMAC, OT etc	On going	Reasonable adjustments are made as soon as reasonably possible to increase access.	

IMPROVING ACCESS TO INFORMATION AND SUPPORT SERVICES

Target	Action	Resources	Timeframe	Outcomes	Evaluation
To ensure all information for parents/carers can be provided in accessible formats, on request.	Provide information to be in accessible formats e.g. braille or large print or discussed verbally.	LA support	Ongoing	All parents/carers have access to the information they need from school.	
Parenting skills	Parenting groups set up and supported by our Family Worker	Family Worker time	Ongoing	Parents/carers are more confident in their parenting skills; reduced safeguarding concerns; improved lateness/attendance data for the school	

IMPROVING AWARENESS

Target	Action	Resources	Timeframe	Outcomes	Evaluation
To make sure all new staff and staff who come into school are aware of needs and cater for them.	The induction process to include reading and signing off information regarding specific needs of children.		September 2015	All new staff will have the correct knowledge to keep children safe and cater for their individual needs.	The induction process has been revised. The handbook has been adapted and now caters for all. The staff room contains medical information and the photocopy room has all individual care plans displayed.
To make sure staff who come into school are aware of needs and cater for them e.g. Brentford coaches.	To monitor physical education to ensure this aspect is inclusive, differentiated so it caters for the needs of all children.		Ongoing	To ensure all aspects of the curriculum are accessible.	The yellow folders hold key information on children. Policies are updated and shared with staff e.g. the safeguarding policy is displayed in the staffroom.
To make sure professional development and training includes the inclusive classroom and specific disability issues.	Staff to continue to receive information and training re-specific disabilities, when appropriate	Training	On a need basis.	For staff to understand disability and what adaptations they need to provide.	
Ways of de-escalating incidents that may cause physical danger to children or staff	Provide training for staff. Ensure that all staff are aware of those that have been trained in Positive Handling	Training kept up-to-date	ongoing	All children and staff feel physically safe in school. Staff feel that they have the skills to de-escalate an incident where physical intervention becomes unnecessary	