



# Special Educational Needs Information

## Parent Information

### **How are parents of children with Special Educational Needs involved in the education of their child?**

Our school has an open-door policy to ensure we are always approachable, so parents feel involved in the education of their child. In addition, our school aims to regularly involve parents in the education of their child through a variety of different ways including:

- Regular meetings with SENCo, class teacher and support staff
- Parental involvement in collating information for requesting an Education Health Care Plan
- Home/school books to inform parents of important information
- Homework book
- Home reading logs
- Information on the school website/ Twitter posts celebrating success
- Parents' evenings
- Parent workshops
- Parent drop-ins/coffee mornings
- Contact key members of staff via the school office or by email.
- Signposting to parent groups
- Parents' views on SEN Plans/Annual Review documents
- Marvellous Me

## **What should a parent of a child with Special Educational Needs need to do if they have a complaint about the school? How does the governing body deal with the complaint?**

We will always attempt to resolve issues amicably, please feel free to speak with any member of the Senior Leadership Team. If you have a formal complaint about the problem, please contact Mrs Nussey in writing. If this does not resolve the issue to your satisfaction, a letter can be written to the Chair of governors, Mrs Fiona Etheridge. Our school and governing body take complaints seriously. There is a complaints policy which gives further details under the Parent's section of the website.

## **Which agencies can support and help parents with pupils who have Special Educational Needs?**

The Special Educational Needs and Disabilities Information, Advice and Support Service (SENDIASS) exists to provide advice and information to parents and pupils in Birmingham.

This information is designed to explain special educational needs procedures, to help you understand the law and procedures that affect you and your child, and to provide information on other issues that may be useful. Below is some contact information which you may find useful:

### **Special Educational Needs and Disabilities Information, Advice and Support Service (SENDIASS)**

Email Address: [SENDIASS@birmingham.gov.uk](mailto:SENDIASS@birmingham.gov.uk)

Telephone Number: 0121 303 5004

### **Autism West Midlands**

Address: Regent Court, George Road, Edgbaston, Birmingham, West Midlands B15 1NU

Website: [www.autismwestmidlands.org.uk](http://www.autismwestmidlands.org.uk)

Telephone Number: 0121 450 7582

### **Children and Adolescent Mental Health Service**

Telephone Number: 0121 333 9186

### **Forward Thinking Birmingham**

Address: 1 Printing House Street, 3rd Floor, Birmingham, B4 6DF Telephone Number: 0300 300 0099 [ftb@bch.nhs.uk](mailto:ftb@bch.nhs.uk)

### **Edward's Trust**

43A Calthorpe Rd, Birmingham B15 1TS

Telephone Number: 0121 454 1705

**Barnardos**

Brooklands, Great Cornbow, Halesowen, West Midlands, B63 3AB

Telephone Number: 0121 550 5271

C.Ewbank

SEnCo

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