

### **How does Hollickwood arrange transition for children with SEN?**

Transition into a new school or to a new class can be challenging for some children, therefore we ensure that through continuous dialogue and careful needs planning, transitions are as smooth as possible. Our Learning Mentor oversees transition support for SEND children.

#### Transition to Hollickwood:

Induction arrangements prior to Foundation Stage are based on information provided from pre-school provider, parent, Educational Psychologist and Speech Therapist or health visitor. Home visits are also carried out. Children in Key Stage 1 or 2 will have information provide by their previous school. All new families are welcomed through an induction process that addresses additional needs.

Additional meetings for the parents and child with relevant staff may be arranged to further discuss their child's needs and if any further transition support needs to be put in place.

#### Transition between classes:

Children and staff will have a period of handover where they will be introduced to their new adults, children and environment. Staff will be invited to any transition meetings held where key information is shared. Careful planning of additional transition time may be necessary and is monitored by the Inclusion Lead. Parents are welcome to meet new staff early in preparation for the forthcoming year.

#### Transition to another school

The Inclusion Lead of the child's new school will be contacted to ensure they are aware of any special arrangements or support that need to be made for your child. Where possible, a planning meeting will take place with the SENCo from the new school. All records and reports will be passed on to their new school.

#### Transition to Secondary School

We work closely with secondary schools to ensure that all children are familiar in their new setting. This may be in the form of additional visits, transition books, visits from school staff and social stories.

For children with a statement or EHC Plan, the secondary SENCo is invited to the annual review meeting for the pupil. Additional transition arrangements may be made at these reviews such as extra visits, travel arrangements and appropriate training.

### **What do I do if I have a complaint about my child with SEN?**

The school works, wherever possible, in partnership with parents to ensure a collaborative approach to meeting pupils' needs.

Where an issue arises, parents should, in the first instance, make an appointment to speak with their child's class teacher and seek to resolve any concerns. If a parent believes that their concern has not been resolved to their satisfaction or is of a more serious or sensitive nature, an appointment should be made to see the Inclusion Lead who, in liaison with the Headteacher, will investigate and report back on the results of the investigation. Where an issue is not satisfactorily resolved, parents should then take up the matter with the Chair of Governors.

All complaints are taken seriously and are heard through the school's **complaints policy** and procedure.