



SEN and Disability

Local Offer: Primary Settings

Mainstream, Short Stay Schools, Special Schools and Academies

Name of School: **SKERTON ST LUKE'S PRIMARY**

School Number: **01009**

Guidance for Completion

This template is designed to help you to pull together information so that parents of children with Special Educational Needs or Disabilities (SEND) know what support they can expect if their child attends your school/academy.

The SEND Reforms will place a statutory requirement on schools from September 2014 to make information available to parents about how the school supports children and young people with SEN. This information will form the main basis for the school's Local Offer, which has to be published on the school's website. Your website must include the name and contact details of your SENCO and a link to the Local Authority's Local Offer when it becomes available.

The questions in the template are intended as prompts and reflect key issues that parents have told us they would like to know about when deciding which school could best meet their child's needs. You may also wish to consult with your own pupils' parents about what to include in your Local Offer.

In developing your school Local Offer you should be mindful that there is a requirement for a feedback facility to be available as part of the Local Offer and for responses to be given to feedback received.

Please provide a copy of your completed template along with the following completed information by email to IDSS.SENDReforms@lancashire.gov.uk

When saving your local offer please use the following format:

School/Academy Name and Address	Skerton St Luke's CE VA Primary School Slyne RD, Lancaster LA1 2JH		Telephone Number	01524 65445
			Website Address	http://www.skertonstlukes.lancs.sch.uk/
Does the school specialise in meeting the needs of children with a particular type of SEN?	No	Yes	If yes, please give details:	
	No			
What age range of pupils does the school cater for?	4-11			
Name and contact details of your school's SENCO	Laura Billington senco@skertonstlukes.lancs.sch.uk			

We want to ensure that we keep your information up-to-date. To help us to do this, please provide the name and contact details of the person/role responsible for maintaining details of the Local Offer for your school/academy.

Name of Person/Job Title	Leanne Gaffiney Head Teacher		
Contact telephone number	01524 65445	Email	head@skertonstlukes.lancs.sch.uk

Promoting Good Practice and Successes

I confirm that our Local Offer has now been published on the school/academy website.

Please give the URL for the direct link to your school's Local Offer	Skerton St Luke's CE Primary School › Special Educational Needs (skertonstlukes.lancs.sch.uk)		
Name	Skerton St. Luke's CE VA Primary School.	Date	Autumn 2025

Please return the completed form by email to:
IDSS.SENDReforms@lancashire.gov.uk

Accessibility and Inclusion

What the school provides

The school has been modernised to be fully wheelchair accessible. To ensure all access for pupils and parents with disabilities the school has ensured that all doorways and entrances to the school are on a single level and wide enough to accommodate a wheelchair if necessary. There are accessible parking spaces available for the public and disabled persons and disabled toilets are available for wheelchair users if the need should arise. In addition to this we have purchased key pieces of furniture to allow children with physical disabilities can access the toilet and other key areas.

Information is available on the school website and a community noticeboard in addition to regular newsletters. Furniture is of a suitable height appropriate to the age group of children being taught in that classroom. The school are fully prepared to adapt current resources or use technologies to enhance a child's education, for example, staff wore radio wave resources for a child with hearing impairment. The school has a range of ICT programmes for pupils with SEN in addition to IPADs, headphones, computers and interactive whiteboards which are installed in every classroom. We have staff trained in using various communication methods including PECS – Picture Exchange Communication System and Makaton.

Teaching and Learning

What the school provides

Early identification is vital and outside agencies can help advise on the provision of intervention strategies. The class teacher informs the parents at the earliest opportunity to alert them to concerns and enlist their active help and participation. The class teacher and SENCO assess and monitors the children's progress in line with existing school practices. The SENCO works closely with parents and teachers to plan an appropriate programme of intervention and support. Children with SEND take full participation in the whole curriculum and advice is sought to ensure this is achieved in the most effective way. The assessment of children reflects as far as possible their participation in the whole curriculum of the school. The class teacher and the SENCO can break down the assessment into smaller steps in order to aid progress and provide detailed and accurate indicators. The SENCO regularly receives updates and training on current SEN issues. The SENCO works closely with class teachers and teaching assistants to ensure their knowledge of SEND is sufficient to deliver an inclusive approach within all lessons. Training is offered on interventions and aspects on SEND. Children can be screened for speech and language difficulties, motor skill delay and outside agencies such as IDSS or specialist teachers from the local authority complete more complex assessments. All teaching assistants have received First Aid training and some staff have had EpiPen training. The school also has two full time Pastoral Mentors. When sitting

examinations children with SEND can be supported 1 to 1 (EHCP), have timed breaks, be granted additional time, sit exams in a quiet setting in a small group to aid concentration. Records are kept of each SEND child, the type of intervention a pupil is receiving, the duration, pupils' progress throughout the school and records how much progress individuals make following interventions. The Lancashire E- Tracker also tracks progress and provides data monitoring pupils receiving the Pupil Premium as well as pupils with SEND.

Reviewing and Evaluating Outcomes

What the school provides

Parents contribute and take part in Annual Reviews and receive copies of all relevant paperwork concerning their child. Pupils are also asked to make a contribution to the review. Personalised Targets are produced termly or half termly, with targets being updated and reviewed at regular intervals. The school operates an 'Open Door' policy with regards to any concerns a parent may have. Pupils' progress is monitored throughout the school and Pupils with SEND are monitored also on the Provision Map. Teaching is differentiated to reflect the abilities of all pupils within the classroom, including that of children with SEND. Group or 1-1 interventions take place for children who have gaps in knowledge or additional needs. Baselines are taken at the start of each intervention. At the end of an intervention, assessments are revisited in order to see the impact and make any alterations. These are shared with the SENCO and relevant staff to ensure an effective and suitable way forward is identified.

Keeping Children Safe

What the school provides

Where necessary, the Head Teacher and teachers carry out Risk Assessments if needed; under the advice of SEND advisers, specialist teachers and medical professionals. If required a handover is carried out by a TA or class teacher to the appropriate parent/carer. There are parking areas by the school for pick up and drop off points. A teacher/Teaching Assistant supervises the playground each break. Lunchtime support-staff supervise children in the play areas at lunch times. Support is available in every class but some classes have additional adult support if required for example the Reception Class has two support staff and a full-time teacher. Parents can access the Positive Behaviour Policy on the school website.

Health (including Emotional Health and Wellbeing)

What the school provides

All medicine is logged along with details of dosage and frequency and parents sign to grant authorisation to the school to administer to their child. The administering of medicines is carried out by members of the Senior Leadership Team. Care plans are passed on to the relevant Class Teachers and the master copy is kept in SEND records with the SENCO or pastoral mentors. All staff are kept regularly up to date with First Aid Training to ensure staff are familiar with what action to take in the event of an emergency. In addition, Diabetes and EpiPen training has been provided by the School Nurse or other NHS professional to ensure the relevant staff are conversant with the appropriate action or medical procedure required.

Communication with Parents

What the school provides

The website contains details of all staff currently employed by the school and the School Prospectus also provides this information. The School operates an 'Open Door' policy and has two parent evenings a year to provide opportunities for parents to discuss the progress of their child. Parents are regularly invited into schools to attend assemblies or events. A newsletter is sent out via text, which can also be accessed from the school website. Each term, class teachers send out 'Curriculum Maps' which outline the learning and routines for each class. Parents can contact teachers by telephone, there is a member of staff on each playground every morning and all class teachers are on the playground after school. The school have a text messaging service to contact parents about upcoming events, share any positive news or send reminders. An annual report is sent to all parents outlining the child's achievements for the year. In addition to this, the SENCO offers half termly Drop-In sessions which also provide training to parents and carers around various topics including Zones of Regulation, ADHD, Autism and sensory profiles.

Working Together

What the school provides

Children have the opportunity to express positive comments, but also to suggest improvements to the school via many ways. Children can have their say through pupil surveys, pupil group interviews, SEND support plan meetings and pastoral sessions. Parents can have their say about their child via various routes including Parent Evenings, Annual Reviews and multi-disciplinary team meetings (if they express a wish to do so). They also have the opportunity to complete the parental

questionnaire. The school have several parents, grandparents and members of the community helping in school on a regular basis. Parents are invited to attend the celebration assemblies held each week, with each class sharing work and achievements on a half termly basis. Elections to the Governing Body are held in the event a vacancy arises. There is also a designated SEND governor who will meet with the SENCO regularly. She will report back to the full governing body on the current situation of SEND within the school.

What help and support is available for the family?

What the school provides

The Class Teacher, SENCo or Head Teacher can offer help with forms if this is required. Our Pastoral Mentors have a strong relationship with parents and works closely with them, offering support to fill out forms or finding appropriate help with any issues they may have. The school are quick to identify any issues which may arise either in or out of school and where appropriate, work with the families to seek support. As a school, we have a wide knowledge of agencies where support or guidance can be offered and the Pastoral Mentors spend much of their time helping families to access these when needed. Regular progress meetings can be scheduled when issues are not resolved and a way forward is needed.

Transition to Secondary School

What the school provides

Each Year pupils visit their forthcoming Secondary School for taster sessions and also Secondary Teachers from the Local Schools visit to help ease the transition from Year 6 to Year 7. Where needed, the school will work together with the Secondary School to develop a personalised transition programme to ease the changes ahead. The Pastoral Team run sessions in the summer term for pupils who are vulnerable or worried about their transition. Children who have an EHC plan will always have a enhanced personal and unique transition which is created in partnership with parents/carers, the child, local SENDOs and the schools involved.

Extra Curricular Activities

What the school provides

Skerton St Luke's operates a daily 'Early Birds' Breakfast Club and 'Night Owls' After School club available to all pupils at an additional charge. There are opportunities for pupils to take part in weekly Music lessons (keyboard and guitar) at a fee. In addition, pupils can take part in a range of activities including for KS1; Multi Skills Sports and for KS2; Athletics, Football, Cricket, Netball. The Clubs are available to all the pupils in the designated age range and the activities are all dependent on the time of year. Children entering Reception are initially grouped with children with similar birth dates to transition the children slowly into a full class. They will be supported by a Year 6 Buddy who will assist with their transition into school. Building relationships is a primary focus of the Reception year, with staff supporting and scaffolding this.