

The Children and Young People's Directorate (CYPD)

The Children's and Young People's Directorate (CYPD) has been formed by bringing together the **Sheffield's Education Service** and **Sheffield Social Services** for children and young people with some elements of **Health services**. The new Directorate works closely with the **voluntary and community** sector. These services have been brought together in one single directorate to ensure that the city achieves for **all** children the five key outcomes set by the government:

- Being healthy
- Being safe
- Enjoying and achieving
- Making a positive contribution
- Economic well being

The CYPD has a particular role in providing Education services to children with special needs as explained in this factsheet.

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Parent Partnership

Parent Partnership Co-ordinator
Parent Partnership Service
Prince Edward Primary School
747 City Road
Sheffield
S12 2AA

Tel: 0114 264 0033

Email: ed-parent.partnership@sheffield.gov.uk

The Sheffield Parent Partnership Service provides impartial information, advice and support to the parents and carers of children with Special Educational Needs (SEN).

The Parent Partnership Service aims to:

- Ensure parents and carers are informed of their rights, role and responsibilities.
- Help parents to understand how the education system works for children with SEN.
- Help parents and carers understand the SEN policies and procedures.
- Help parents to understand paperwork, write letters, and prepare for meetings.
- Help parents and carers communicate with school and the local authority (CYPD).
- Support parents and carers by attending meetings with them to ensure that they have an opportunity to express their opinions and to ask questions.
- Ensure parents and carers understand the roles, rights and responsibilities of the local authority (CYPD), schools and other professionals involved with their child.
- Provide an understanding ear to listen to the worries and concerns of parents and carers.
- Develop partnership between parents/carers, schools, the local authority (CYPD), other agencies and voluntary groups.
- Help and encourage schools, the CYPD and other professionals to work and communicate effectively with parents.
- Parent Partnership can offer advice over the telephone or in person.
- Any parent/ carer with a child with special needs can refer direct to the service

SEN Assessment and Placement Services

SEN Section,
Floor 3, Howden House,
1 Union Street,
Sheffield S1 2SH
Tel: 0114 273 5814

The Special Educational Needs section (SEN) Section has two teams one for schools in the north of the city and the other for schools in the south

The teams write and issue statements of special educational need and annual reviews and allocate places in special schools and integrated resources and funding through the SEN panel. Officers from both teams set up and attend meetings with schools, parents and other agencies to deal with any problems related to placement, funding and transitions from nursery to primary, primary to secondary and post 16.

For factsheets explaining the statementing process and the different stages of transitions phone Parent Partnership on **292 2161**.

Each time a statement is issued or amended parents have the right to appeal to the **Special Educational Needs and Disability Tribunals Service (SENDIST)** if they are not happy with a decision.

Sendist have a helpline for advice about rights and how to make an SEN appeal. Sendist helpline (Mon-Fri 9.00 – 5.00) **0870 241 2555**

Darlington office:

SENDIST
2nd Floor Old Hall
Mowden Hall
Staindrop Rd
DL3 9BG

Learning Support Service,
Bannerdale Centre,
125 Carterknowle Road,
Sheffield S7 2EX
Tel: 0114 293 0932

E-mail : edlss@sheffield.gov.uk

The Learning Support Service is a team of specialist teachers and teaching assistants who support schools, pupils and families. Service staff are well qualified and experienced professionals who bring a wide range of knowledge, skills and understanding to the task of supporting pupils' learning.

The learning support service provides:

- Support for staff and parents over the needs of individual pupils;
- Training which supports teaching and learning for pupils who have learning difficulties;
- Support for schools in meeting the requirements of the Special Educational Needs (SEN) Code of Practice;
- Support for Special Educational Needs co-ordinators (SENCOs) and other managers in maintaining policies and practices that promote inclusion and meet the needs of pupils with special educational needs.

Teaching assistants from the learning support service can help pupils to develop their skills in literacy, co-ordination skills and language development. The service also provides a range of training for teaching assistants.

The learning support service takes referrals from mainstream schools and if parents want the service to be involved with their child they should talk to their school's Special Needs Coordinator.



Educational Psychology Service

Bannerdale Centre,
125 Carterknowle Road,
Sheffield S7 2EX

Tel: 0114 250 6800

The Educational Psychology Service is part of Sheffield City's Children and Young People Directorate (CYPD).

Educational psychologists provide psychological advice, discussion and a range of core activities to support children and young people's learning, behaviour and emotional well-being. They work with staff in local schools and early years settings, and with Sheffield parents and carers where concerns have been raised about children's development, academic progress or social inclusion. Sometimes this requires direct assessment and direct contact with children and young people themselves, usually where there are exceptional needs and long term barriers to learning or progress.

School related issues

All Sheffield's maintained schools have a named educational psychologist who works closely with key staff members such as the head teacher and the school's Special Educational Needs Co-ordinator (SENCO). The majority of time available is spent on school-related work, including providing psychological advice/consultancy, contributing to school reviews and planning meetings with staff and parents/carers, where appropriate. Where there are concerns about children's and young people's learning, behaviour or psychological well being, families should first discuss these with school staff.

Issues not related to schools

Educational Psychologists can be contacted by any local agency, with parent/carer's permission, or directly by Sheffield families themselves for advice on a range of matters relating to children's and young person's development where these are *not* school-related. The Service may be able to offer helpful ideas, advice on strategies to try and suggest where families might be able to get further or more specific information or support – for example, managing bedtime routines, supporting children where a death or family break-up has occurred.

Specialist Support Services

AUTISM SERVICE

Sheffield specialist support services
C/o Prince Edward Primary School
City Rd
Sheffield S12 2AA

Tel: 0114 239 8336

Ryegate office phone no. **0114 226 0611**

Footsteps phone no. **0114 226 0603**

E-mail: ed-ssss@sheffield.gov.uk

The autism service support children with an autism spectrum disorder in a number of ways:

- Early intervention with pre school children who attend the specialist footsteps nursery at Ryegate.
- Developing the use of the PECS communication system within nurseries and at home
- Supporting parents in their parenting of a child with an autism spectrum disorder including holding workshops for parents on aspects of autism.
- Training teachers, support workers and other professionals to support children with autism
- Social skills sessions with older Aspergers teenagers including groups where asperger teenagers can meet together
- Explaining the difficulties faced by children with autism to their peer group to raise understanding and encourage them to support autistic children in the school environment

Children are usually referred to the service by other professionals working with the family

I CAN

The I CAN Early Years Centre
Sheffield specialist support services
C/o Prince Edward Primary School
City Rd
Sheffield S12 2AA

Tel: 0114 239 8336

I CAN is a charity which offers support to children with speech and language difficulties. In Sheffield I can employ a specialist teacher, a speech therapist and a nursery nurse to work within a nursery offering sessions to a small group of children to develop their language and communication skills.

Children can be referred to the I CAN service by a speech and language therapist or an early years support teacher

In general children attend the Centre two terms before they start school. Children are assessed by a speech and Language therapist before being admitted to the centre. They receive a term's intensive support at the centre after which they continue to be supported in their mainstream nurseries for the following term before they are admitted to school. I CAN staff also involve parents in helping their own children by holding parents groups and sharing information on activities and strategies used

HEARING IMPAIRED SERVICE

Sheffield specialist support services
C/o Prince Edward Primary School
City Rd
Sheffield S12 2AA

Tel: 0114 239 8336

E-mail: ed-hi@sheffield.gov.uk

The Service for Hearing Impaired Children supports over 600 deaf and hearing impaired children in Sheffield Schools and in their homes. The service has six units based in mainstream schools and have a team of specialist peripatetic teachers, educational audiologists and teaching assistants who work with children from birth to 18 years.

Babies are referred to the service following The Universal Newborn Hearing Screening which screens babies a few hours of birth. The team of Teachers of the Deaf work with the under three's, to have input to the families at a really early stage in the babies development. This is essential in ensuring that the full potential of a deaf child is reached.

There is a special programme in place for children transferring from primary to secondary school.

For children who need more support there are specialist units at:

Angram Bank Primary School

(nursery and primary provision)

Lower Meadow Primary School

(nursery and Primary provision)

Greystones school (primary provision)

High Storrs (secondary provision)

Ecclesfield (secondary provision)

Silverdale (secondary signing provision)

VISUALLY IMPAIRED SERVICE

Sheffield specialist support services
C/o Prince Edward Primary School
City Rd
Sheffield S12 2AA

Tel: 0114 239 8336

E-mail: ed-vi@sheffield.gov.uk

The Visual impairment Service supports visually impaired children 0-19 and their families. The focus of the Service is on early identification, inclusion and raising achievement through support and advice in homes, mainstream and special nurseries, mainstream and special schools.

There is a specialist 0 – 3 service offering:

- Support to families including home visits
- Functional vision assessment
- Liaison with other professionals
- Information and helpful contacts
- Support to playgroups, nurseries
- Resources – toys and equipment available for loan

Anyone can refer a visually impaired child to the service.

Special educational needs support (SEN) for children in early years settings

All children with special educational needs and disabilities can be assessed for an individual educational programme (IEP) at whatever school or setting they attend. The IEP outlines the support needed to help them engage in the learning and play opportunities and make progress.

All schools, early years settings and local authorities have a duty to identify children who need additional help, assess their needs and monitor their progress. This duty and the arrangements that need to be made are described in the **Special Educational Needs (SEN) Code of Practice**.

Details of the SEN Code of Practice are available in the leaflets provided by the Parent Partnership Service (tel 0114 292 2161) and in the guidance for Parents on the SEN Code of Practice produced by the Department for Education and Science.

All mainstream schools and early years settings in receipt of government funding have a Special Educational Needs Co-ordinator (SENCO).

The SENCO plays a key role in coordinating support to children with special educational needs and is usually a first port of call for parents who have any concerns about their child's development.

SENCOs have a range of duties which include:

- Keeping an overview of children with special educational needs and advising and supporting colleagues
- Offering support to parents and

- Ensuring liaison between parents, other professionals and staff members, particularly the manager or group leader.
- Working with managers and other members of staff to developing the settings SEN policy
- Assisting staff in drawing up appropriate IEPs (Individual Education Plans).
- Organising and attending review meetings and in partnership with other staff involved plan further support for the child
- Liaising between schools and other relevant agencies to assist in the transitions to new settings or schools.

If you are concerned about your child you can appointment with the SENCO so they can set time aside to listen to your concerns.

The **SEN Code of Practice** is designed to address the needs of children who need different levels of support.

Early years Action

Children who have some specific difficulties or less significant needs are usually placed at the Early Years Action stage of the Code of Practice. This involves the child having an individual education programme (IEP) with some additional input, monitoring or observation from staff within the setting.

If in consultation with parents it is felt that support and advice from specialist support services is needed the child is placed at Early Years Action Plus.

All children at Early Years Action Plus would have input from local authority support services. These services employ staff who are skilled and experienced in working with children with special educational needs. For all children at Early Years Action and Action Plus their progress is reviewed regularly, usually every term with parents. Following these reviews the Individual Education Plans are amended.

Early Years Settings funded by the local authority have additional money to enable them to give additional support to children with Special Educational Needs.

Private and voluntary nurseries are able to apply for grants to enable them to give additional support to children with SEN and disabilities for either early education sessions or childcare.

Statements

A very small minority of children who have exceptional needs require support over and above that which can be offered by schools through their additional needs budget or the grants available to private and voluntary sector nurseries. These children require what is called a Statutory Assessment. This is an assessment that includes all professionals working with the child (including health professionals) as well as parents. This assessment may lead to allocation of additional resources or placement in one of the local authority's specialist provisions. An additional sheet is available on the range of specialist provision.

This Factsheet is available in other formats upon request, please call 0114 266 9476 for more details.

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