

Welcome to this issue of the SENCO Bulletin. If you have particular interests that you would like us to feature in next term, please contact the [SENCO Bulletin Team](#).

This week we focus on the following themes:

- Transfer Reviews September 2016 to April 2018
- Feedback from SENCO updates (February 2016)
- Preparing for Schools' Autism Awareness Week
- Makaton training
- Unlocking Opportunities: Equality Act e-learning
- Accessing Specialist Teaching & Preschool Service

Issue:

Monday

22 February 2016

NEWS: ['Effective communication and counselling skills'](#) workshop
Beauchamps High School, Beauchamps Drive, Wickford, Essex, SS11 8LY
Friday 4 March 2016, 9.00 am to 3.00 pm

A course for teachers, teaching assistants, pastoral staff or anyone who works with students in Essex primary or secondary schools, who may want to develop their ability to listen and effectively support students. The course aims to help participants understand the impact their communication skills have on others. The event will look at styles of communicating, creating the right impression, common communication errors and how to improve interactions.

Preparing for Schools' Autism Awareness Week ...

Schools' Autism Awareness Week is coming soon (14 to 18 March)
<http://www.essexlocaloffer.org.uk/content/schools-autism-awareness-week>
We are hoping that lots of schools will participate.

Visit www.nas.org.uk for ideas to raise awareness in your school. These include ideas for [assemblies and lesson plans](#).



With World Autism Awareness Week (2 to 8 April) approaching, there are also plenty of ideas available on <http://www.autism.org.uk/waaw>.

You may like to plan activities in conjunction with pupils with autism in your school to raise awareness of staff, pupils and parents. The Autism Education Trust has an excellent peer awareness pack suitable for use with older primary and younger secondary pupils



QUICK LINKS

[Educational Psychology Service](#)

[SEND Information Advice & Support Service](#)
(Parent Partnership)

[Statutory Assessment Service](#)

[Essex Local Offer](#)



[Provision Guidance](#)
For the most up-to-date version of the Provision Guidance Toolkit and guidance on its use

Feedback from SENCO updates (February 2016) ...

It was a pleasure to meet with so many of you during the week before half term. More than 200 SENCOs attended one of the six update meetings held around the county and we were particularly pleased to note the increasing number of

secondary school SENCOs attending ([SENCO update presentation is on this page of ESI](#)).

TRANSFER REVIEWS

Thanks are due to Ros Somerville (Principal Educational Psychologist), Annette Jones (SEND Project Manager), and Simon Nurser and Peter Dilley (IsEssex) for their help in developing our understanding of the processes and support available to continue to enhance and improve the Transfer Review process. As Ros and Annette confirmed, the contributions from SENCOs to the consultation over the paperwork for EHCP annual reviews were very gratefully received and have been acted upon. Updated versions of Annual Review paperwork (as below) have been uploaded onto the Essex Schools Infolink here:

<http://schools.essex.gov.uk/pupils/sen/Paperwork/Pages/Paperwork.aspx>

Annual Review Paperwork for EHCPs (Updated February 2016)

[Essex Annual Reviews for EHCPs: Guidance notes for educational settings](#)

[Annual Review Form for EHCPs for pupils in Early Years settings and Reception](#)

[Annual Review Form for EHCPs for pupils in year 1-8](#)

[Annual Review Form for EHCPs for pupils preparing for adulthood in year 9 and above](#)

Many issues and questions were raised by SENCOs at the February briefings regarding Transfer and Annual Reviews, and have been summarised in this [FAQs for SENCOs Feb 2016.pdf](#).

Further information on the Transfer Review process Sept 2016 to April 2018 follows in this issue of the SENCO Bulletin.

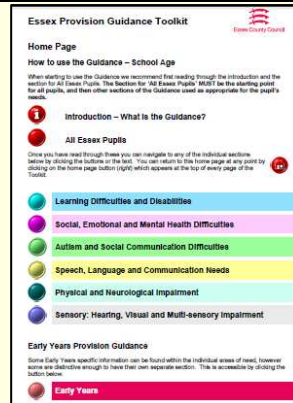
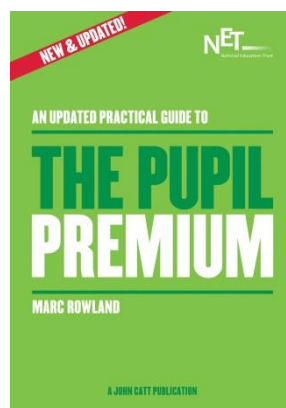
If you have any questions or comments on any of the presentations, you will find a contact address at the end of each set of slides. Any other Essex documents which are not specifically signposted within one or other of the power points can be found on the Local Offer site (with its much-improved search engine facility!).

PUPIL PREMIUM

Many thanks to those of you who contributed information about Pupil Premium support during one or other of the Updates. Kath Hill (SENCo at Hatfield Heath) recommended a book by Marc Rowland (Deputy Director of the National Education Trust): *An Update Practical Guide to the Pupil Premium*; John Catt Publications, ISBN 978 1909717633. In the words of John Dunford (National Pupil Premium Champion), 'This is a book for classroom assistants, teachers, school leaders and governors in every school in England to support their work with disadvantaged young people.'

Whilst sending me the details about the book, Kath went on to say, "I can thoroughly recommend it and the author - I have met him a couple of times and he came to do a Pupil Premium review in one of our schools. He has some good ideas and sound advice about how the grant can be used and there are lots of templates for tracking systems etc in the book. You may come across him again in Essex as he is doing some work over the next few months across the county - he has also worked with the team at the virtual school."

And Kath is quite right! Marc Rowland is indeed 'doing some work' in Essex. Letters went out to all Essex schools the week before half-term advertising the Essex Pupil Premium Conference which is to be held on 20 April 2016. This event is expected to be oversubscribed and therefore it may be necessary to restrict places to two per school (governor plus a member of staff). If you wish to attend, please be sure to consult with your head teacher about whether places have already been allocated.



[SENCO Bulletin Archive](#)

To view previous issues of the SENCO Bulletin

[Specialist Teaching and Preschool Service](#)

The service's 'Request for Support' [form](#) can be found on our Primary Sector page

INSET

[Bookings](#) for the advertised SEN Training Programme

[Enquiries](#) about the SEN Training Programme

[Training brochure](#)
Spring/Summer 2016



www.EESforschools.org



Don't forget that there is a dedicated page on the Essex Schools Infolink with information and news about the Pupil Premium and Early Years Pupil Premium.
<http://schools.essex.gov.uk/pupils/pupil-premium/Pages/default.aspx>

[Clare Bennett](#)

Transfer Reviews Sept 2016 – April 2018 ...

Transfer Reviews guidance Sept 2016 - April 2018

This [document](#) provides information regarding the process of transferring Statements of Special Educational Needs or Learning Difficulty Assessment (LDA), to Education, Health and Care (EHC) plans where appropriate. It explains the Transfer Review process relating to gathering information, arranging and conducting a Transfer Review meeting, and the timescales involved.

Transfer Reviews Presentation (February 2016)

If you were unable to attend the SENCO briefings in February 2016, and you would like the Powerpoint presentation **with audio commentary**, which has more information, please email ehc.feedback@essex.gov.uk. Note: The file is large (59MB).

Needs Assessment Report (February 2016)

A needs assessment report which draws together the information which has been collected about a child/young person during a statutory assessment of their special educational needs.

This Assessment Report should also be used to summarise the information gathered as part of an assessment for the transfer review process.

The local authority will consider the information in this report along with the supporting evidence to determine if an Education Health and Care plan is required using the criteria as set out in the SEND Code of Practice 2015.

Letter requesting statutory advice

This letter requests advice from a practitioner/agency to submit information as required to carry out an Education, Health and Care needs assessment which is part of a Transfer Review. A Microsoft Word version of the letter is here:

[Letter requesting statutory advice \(Word version\)](#)

All documents are on the 'Paperwork' page of the Essex Schools Infolink:
<http://schools.essex.gov.uk/pupils/sen/Paperwork/Pages/Paperwork.aspx>

Makaton training ...

Are you, or any of your support staff, looking for courses to develop your basic skills in Makaton?



Makaton is a sign and symbol communication system designed to bridge spoken language for pupils and adults with communication difficulties.

It can be used:

- as a support for unintelligible or poorly articulated speech, thus reducing the frustration of trying to communicate and not being understood;
- as a basic form of communication for those for whom speech is too

FORTHCOMING EVENTS for Spring Term 2016

Monday 7 March
Dyslexia Spelling
Newport House,
Chelmsford

Tuesday 23 February
AET2: Developing good
autism practice
Barleylands Farm

Friday 26 February
Softly, softly
Chelmsford City FC

Monday 29 February
Numicon (pupils with high
needs)
Marconi SSC

Thursday 3 March and
Thursday 17 March
AET3:
Marconi SSC, Chelmsford

Thursday 10 March
Communication Connects
Conference – Getting your
message across
The County Hotel,
Chelmsford

Monday 14 March
A Class Act
Woodlands Activity Centre

Monday 21 March
Let's get supporting –
pupils with SEMH KS1
and 2)
Chelmsford City FC

Tuesday 22 March
Supporting children with
developing fine motor
skills
Chelmsford City FC

difficult owing to the nature of their disability. It is often recommended for use with children with Down Syndrome to help develop language skills;

- as a visual support for speech, useful for the giving of instructions. It is said that 80% of communication is non-verbal and visual support helps reinforce comprehension for pupils who are finding the language load difficult.

'Makaton for Beginners' training (covering stages 1 – 4 of Makaton)

Organised by the Specialist Teaching and Preschool Service

Tutor: Sarah Singleton

Four half day (morning) sessions: 19 April, 3 May, 14 June and 28 June

Howbridge Infant School, Witham

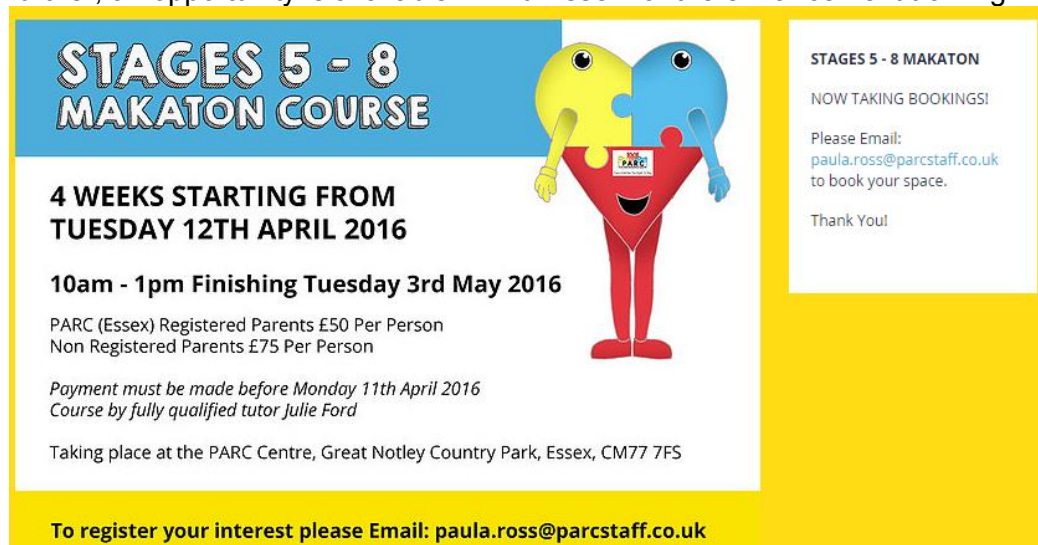
Further details and bookings through: www.eescpdportal.org

Makaton Foundation training in and around the Essex area is available:

- Harlow Education Consortium
Two days: 21 and 22 March (9.00 to 4.00)
Harlow Study Centre, Netteswellbury Farm, Harlow CM18 6BW
Further details and bookings through: www.hecuk.net
- Aware to care
Two days: 8 and 15 April
Two days: 24 and 25 June
Little Hallingbury, Nr Bishop's Stortford, Herts CM22 7PY
Further details and bookings through: www.awaretocare.uk/makaton-sign-language

Places on Makaton training courses are strictly limited, so do book early.

If you are aware of parents who are looking to develop their Makaton skills further, an opportunity is available in Mid Essex for the enhancement training:



STAGES 5 - 8 MAKATON COURSE

4 WEEKS STARTING FROM TUESDAY 12TH APRIL 2016

10am - 1pm Finishing Tuesday 3rd May 2016

PARC (Essex) Registered Parents £50 Per Person
Non Registered Parents £75 Per Person

*Payment must be made before Monday 11th April 2016
Course by fully qualified tutor Julie Ford*

Taking place at the PARC Centre, Great Notley Country Park, Essex, CM77 7FS

To register your interest please Email: paula.ross@parcstaff.co.uk

Unlocking Opportunities: Equality Act e-learning ...

The Equality and Human Rights Commission (EHRC) has launched a new online training resource to help schools unlock opportunity for disabled children. The resource is for everyone who works in schools; from teaching assistants, to teachers, senior leaders and governors, as well as those providing sport and extra-curricular activities. It covers specific subject areas and will help staff understand what equality law requires and what it means in practice for teaching and learning.

The resource is free to use and explains, through videos, case studies and practical examples how staff can make reasonable adjustments to remove barriers to learning for disabled pupils and ensure that their legal rights are respected. It will help schools to address the needs of all disabled children,

Training requests for schools should be made on using the School Request for Support [form](#), and emailed to the appropriate area team:

[Mid](#) Braintree

[North-East](#) Colchester

[South](#) Basildon

[West](#) Harlow

Autism Education Trust Training



[Bookings](#) for in-school Autism Education Trust training (Level 1 and 2)

[Information](#) on Autism Education Trust training for Essex schools

including those with a long-term health condition such as asthma or a severe allergy. It also explains how the new SEND Code requirements sit alongside the Equality Act 2010's reasonable adjustment duty. You can access the resource at <https://unlockingopportunities.equalityhumanrights.com/>

Accessing Specialist Teaching & Preschool Service ...

Due to changes within Essex County Council, our service no longer has designated Business Support staff who can answer telephone calls or process any mail from you. In order to manage this, bearing in mind the nature of our staff's work requires being 'out and about' for most of the time, we have set up quadrant mailboxes for email enquiries (see below) and all members of staff have both a direct dial and mobile telephone number (see published list of all contact numbers below) as well as an email address. We are, however, receiving reported difficulties from some SENCOs regarding email communications between yourselves and the Specialist Teaching team/s. This would appear to be due to some networks not recognising particular emails as coming from 'trusted' addresses - as a consequence of which emails are being sent directly into 'spam' or 'junk'. We understand that different network providers do have the facility to mark incoming email from specific addresses as being 'trusted' to avoid this happening. From our end, we will endeavour to keep a more active eye on what goes into our junk/spam folders. Our generic email addresses should send you an automated acknowledgement, so that you will know that we have received your email.

CONTACT DETAILS

Specialist Teaching and Preschool Service

All Staff

MID (Braintree)

[Enquiries mailbox](#)

NORTH EAST (Colchester)

[Enquiries mailbox](#)

SOUTH (Basildon)

[Enquiries mailbox](#)

WEST (Harlow)

[Enquiries mailbox](#)

Chris Perkins

Service Manager, Specialist Teaching and Preschool Service

On behalf of the SENCO Bulletin Team

22 February 2016

SENCO.Bulletin@essex.gov.uk