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Chetham's Learning Support Manual (including the SEND and EAL policies)

Role

The role of the Learning Support Department at Chetham's is to support students who have any learning differences. The Department works with two distinct groups of students and has a policy for each:

- those with Special Educational Needs and or Disabilities (SEND)
- those for whom English is an Additional Language (EAL)

The policies place importance on maintaining quality, accountability, capability and equity.

Special Educational Needs and/or Disabilities (SEND) Policy

Setting The Scene

This policy was prepared with the input of, parents, carers and students. The Department continues to welcome feedback in this way. The policy was further discussed with, and confirmed by: the School Governors; the SEND Governor; SMT; and the Medical Centre, and follows the SEND Code of Practice: 0-25 years (CoP) (2014). The significant principles underlying the CoP are outlined below:

The SEND Code of Practice (CoP) describes the principles that should be observed by all professionals working with children and young people who have SEND. These include:

- identifying the needs of children and young people
- taking into account the views of children, young people and their families/carers
- making high quality provision to meet the needs of children and young people
- focusing on inclusive practices and removing barriers to learning
- enabling children, young people and their parents to participate in decision-making
- cover from birth to 25yrs when an Education and Health Care Plan (EHCP) is in place
- collaborating with partners in education, health and social care to provide support

- helping children and young people to prepare for adulthood

Chetham's School of Music is committed to educating musically gifted students between Y4 (after their 8th birthday) through to the end of Y13. Since academic ability is not the defining issue for admission to the School, there is a wide range within the make-up of the School population. There is a continuum of need within the School and in response a continuum of provision. The School aims to use best endeavours in providing SEND support based around student-centred approaches and working with parents/carers. It is our aim to ensure that students accepted for their musical ability will achieve success because of our raised aspirations and expectations. It is the School's aim to focus on positive outcomes so that students learn how to be independent, resilient and competent.

The Learning Support Department (LS Department) at Chetham's seeks to support students who have a learning difference, SEND, including students with an EHCP. In accordance with the CoP 2014, and in the particular circumstances of the School, a student has special educational needs if they:

- a) have a significantly greater difficulty in learning than the majority of children of the same age; or
- b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in similar schools. (Section xiv from *Introduction SEN Code of Practice, 2014*)

SENDCo

The Special Educational Needs Co-ordinator (SENDCo) is Miss Louise Fogg, BA (Hons), MA, PGCE, Cert. SpLD.

The SENDCo is a qualified teacher and has responsibility for:

1. Ensuring liaison with parents and other professionals in respect of students' special educational needs/disability.
2. Advising and supporting other staff in School in order to ensure that a graduated response to SEND is in place.
3. Ensuring that an appropriate plan of learning is co-ordinated and delivered.
4. Signposting a network of local support agencies as required.
5. Advising on the use of the School's designated budget.
6. Ensuring that relevant background information about individual children with SEND is collected, recorded and updated.
7. Assessment and preparing of reports for individual student's Access Arrangements within the School setting.
8. Liaising with the local authority where the School is the named institution in the student's EHCP.

The School will ensure that the SENDCo is allocated sufficient time and resources to carry out these functions. This should include provision of sufficient administrative support.

Support Provision

The LS Department provides additional support for students who have Special Educational Needs and Disabilities. This may for example relate to specific learning difficulties, autistic spectrum condition, physical difficulties or helping those who find the academic programme difficult to access without additional support. In addition, we have

experience of working with students with dyslexia, dyspraxia, dyscalculia, attention deficit (hyperactivity) disorder, semantic processing disorder, visual and/or hearing impairment, any sensory or physical needs. At Chetham's, close liaison takes place between students and staff, staff and staff, parents and carers and staff. The Houses, Sections of School, and Tutor teams, Medical, Instrumental, Academic, Catering, Housekeeping, Maintenance and Administrative staff all work to ensure students are supported within and beyond the classroom. Parents and carers of all students, day or boarding, are encouraged to discuss with us any additional provision and/or reasonable adjustments.

The provision aims to ensure the greatest possible access to a broad and balanced education, including the National Curriculum as delivered at Chetham's. The provision is guided by individual assessment of students within the Department. When appropriate, further guidance is sought from our Chartered Psychologist.

In the first instance it is the duty of the subject teacher to anticipate individual educational needs of students and to tailor their teaching to include all students. There may be an additional need for support, in-class from a Teaching Assistant, or from a specialist teacher from the LS Department, or additional support from an external agency. Academic and Instrumental tutors should aim for Quality-First Teaching by including adaptive and personalised approaches as necessary. Any additional training requirements will be met via INSET in School, individual consultations with a member of the LS Team, or external courses as part of an individual teacher's Continual Professional Development as identified during the appraisal process. In addition, there is a wealth of targeted resources available to staff on the staff intranet.

The CoP suggests that students are recognised as having SEND if they do not make adequate progress within a teaching environment where all interventions/adjustments and good quality personalised teaching is in place. (6.38, SEN CoP 2015). The SENDCo should assess teaching areas and resources, bearing in mind the learning differences of the students. Good provision should enable all students to overcome barriers to learning and thus be assessed by outcome.

The type of support varies according to need. At Chetham's, students experience support in the following ways:

- short, individual appointment/lesson (15/30 mins) with the SENDCo
- small group teaching in the LS Department
- in-class support from Teaching Assistant (in one or more lessons per week)
- occasional study skill support lessons
- 'drop-in' sessions for consultation
- via modification or enlargement of materials
- other accommodations made in the classroom e.g. seating, resources
- access to equipment when temporarily unable to write/play or to present academic work in a different format
- other appropriate intervention such as links with outside agencies

The Graduated Response

In the first instance, when a student is identified as a concern or as having SEN, we shall make provision available from within the School's resources. This initial step may include review of the current provision to see if some minor adjustments can be made within the class setting. The aim will be to remove barriers to learning. This support will take the form of a four-part cycle *Assess-Plan-Do-Review* so that decisions and actions are revisited, refined and reviewed to attain good progress and positive outcomes.

If appropriate, as a further step, the LS Department will provide individual teaching.

We look to make reasonable adjustments and also welcome the chance to work with parents/carers, Local Authorities, Primary Health Care regarding EHCPs, Personal Budget and the Local Offer. The school is keen to make the very best provision for all students. This may include partaking in the delivery of an EHCP; helping student and parents/carers to request an EHCP; and helping parents/carers to manage Personal Budgets by sourcing appropriately qualified support and/or equipment from external agencies. We have good professional contacts in the local area, and are keen to help parents/carers/students in this respect. We have maintained excellent support from external agencies in the Manchester Local Authority and privately, for example, from a Speech and Language Therapist or an Occupational Therapist. This may incur an additional cost but is also subject to any reasonable adjustments which the School may be able to make.

Identification And Referral

Students are referred to the LS Department through a variety of routes:

- information provided by parents/carers during the application/audition process
- previous school reports
- concerns raised at audition
- Educational Psychologist's report (organised by parents/carers/previous school)
- by referral from a Chetham's teacher, tutor or House parent
- student self-referral
- an Initial Concern Form raised by a member of staff
- informal or formal screening within the School
- the School's baseline assessments
- individual dyslexia screening
- Medical Centre – may alert us about students who are experiencing 'overuse and misuse' as identified by the Traffic Light system.

The LS Department may refer students to their GP or our Chartered Psychologist for educational concerns such as Autistic Spectrum Condition, ADHD. This is usually discussed with the student and/or parents/carers and staff beforehand.

Documentation And Communication

A record of students with SEND is kept and monitored and shared with members of staff.

Members of staff are required to complete an 'Initial Concern' form (see Resources) if they are concerned about a student's progress/access. This step must take place early in the process as a preventative step and certainly prior to the point of failure. When a new 'Initial Concern' is raised, brief details of the issue, the date, the named person raising the concern and the possible action-are recorded. Further discussion between the SENDCo and the student's academic, instrumental and pastoral tutors should then ensue.

It is always the aim of the LS Department to identify an 'Initial Concern' and to address this problem at the earliest possible stage. Early intervention provides the best outcomes.

Students who receive additional support or have Access Arrangements in examinations have an individual One Page Profile.

In addition to our School report process and parent/teacher meetings, parents and carers are encouraged to telephone/email/visit the LS Department and are consulted as necessary in relation to any additional support that is required.

The needs of students with medical conditions, SEND, EHCP are taken into account not only on site in all subjects, including PE, but also off-site during educational and social trips and general School life. Members of the boarding staff have awareness of any needs which may extend beyond the 'working day'.

Students And Parents

Whenever possible, students are involved in the planning of their own programmes. They are encouraged to discuss the nature of their support and the point at which they feel that they are ready to move on without support. The discussion, together with the specialist teacher's guidance, will form the basis of the target setting procedure for the short and long-term goals. Students who have moved to 'monitoring' status are always reminded that they may return for further one-off or longer term support if they feel that this is necessary. Parents will be notified of our intention and asked for feedback regarding a move to 'monitoring status'.

Additional support/preparation is in place at transition points: e.g. Y6 to Y7 (there is no change of site but there is a significant change in the daily programme). Likewise, we offer specific support to our students at transition from Y11 to Y12 and for specific preparation for higher education towards the end of Y13.

Parents will be notified if it is thought necessary and appropriate for their child to undergo assessment. Older students may make their own request for assessment. Parental involvement is welcomed and valued. There are opportunities for further discussion at the regular parent/teacher meetings, directly by telephone, letter or email between the SENDCo or other specialist teacher and the parent. Where the need is more complex by invitation to a review meeting if the student has a Statement/EHCP/intervention from external agencies and there is a need for review by a specific group of teachers and possibly external agencies. Parents may expect to receive a written report of progress twice a year in the normal profiling procedure. Statutory annual reviews will of course be scheduled for any student with an EHCP.

Public Examinations

Students who have been assessed/diagnosed as having a learning difference or SEND or a medical condition, may qualify for Access Arrangements for their course and for internal examinations/public examinations. Appropriate assessment is required together with a history of need. Assessments can often be administered by the SENDCo. Parents are asked to liaise with the SENDCo in good time with respect to this and to provide relevant background information at the earliest point, preferably prior to entry. In consultation with the Examinations Officer, the SENDCo will then make the relevant Access Arrangements for such examinations.

Many students request the use of a word processor in exams because they find it easier or faster to type than to write longhand. However, the Exam Board regulations state that candidates can only use word processors if they have a **specific need**, for example a learning difficulty, medical condition or physical disability, or some other learning need which has been identified by an assessor, e.g. Head of LS Department or an Educational Psychologist, confirming the requirement to use a laptop (we have a specific policy for this). If a report from a privately commissioned Educational Psychologist recommends provision of Access Arrangements it is the duty of the School to confirm whether these are appropriate within our educational setting.

The SENDCo and the Examinations Officer have an obligation to ensure that all arrangements (including those granted at previous schools or by an external assessor) accurately define the student's working practice at Chetham's. Supporting evidence will be gathered from academic and instrumental tutors.

The SENDCo also provides all of the relevant reports for the ABRSM examinations. This information is collated by the Music Assistant.

Monitoring

Knowledge of a learning difference or SEND should be shared with the SENDCO. If the provision made for individual students raises any confusion or dissatisfaction, students or parents/carers should speak with the SENDCo, or Joint Principal (NS) at an early stage as these matters can so often be resolved quickly and smoothly. If there is a more serious matter the School's complaints procedure should be used. The Department welcomes feedback from students, staff and parents/carers.

The SEND provision is specifically monitored and evaluated during the annual appraisal process and by the annual Departmental Report to the Joint Principal (NS) and by the designated governor. The designated governor, students, parents/carers, all staff, including individual student tutors, are encouraged to review and evaluate the provision from the Department. In addition, concerns about student progress are discussed on a weekly basis and in separate student-focussed meetings.

Connected Policies

Safeguarding and Child Protection, Digital Safety and AUP, Promoting Good Behaviour Manual, Accessibility Plan, (Equality Act), Medical, Guardians, Whistle-blowing.

English as an Additional Language (EAL) Policy

Aims

Whilst EAL and SEN are separate entities, there can be some overlap in teaching and support requirements. For this reason, at Chetham's, it is regarded as appropriate that EAL should fall under the auspices of the Learning Support Department. The Head of Department has responsibility for EAL students.

The aims of the LS Department regarding EAL are:

- to assess at audition (if possible) or at New Students' Open Day/on arrival and provide information and guidance re: appropriate programme of study before joining the school, level of English, aptitude for language, amount of support required.
- to teach and reinforce the lexis, structure and syntax of the English language.
- to teach the receptive and productive skills of listening, speaking, reading and writing.
- to encourage, advise and inform other members of teaching staff who are working with students with EAL.
- to equip the student so that they are able to express their thoughts, emotions and needs.
- to allow the students to develop and demonstrate their abilities in using the above skills for practical communication in an accurate, appropriate and effective way.
- to support staff and students by facilitating an understanding of cultural differences and approaches to education.

All classes at Chetham's are taught in English and it is important that Chetham's can provide a course suitable to a prospective student's needs, both academically and musically. Where possible, the assessments carried out during the admissions process are used to identify the initial level of additional support that is required for students with EAL.

The over-riding purpose of these assessments is to inform the LS Department's teaching provision mapping for the following year. Prospective students are also given guidance about how they might improve their level of English before starting at Chetham's.

The overall aim of this department is to give each student a sufficient command of all aspects of English to enable them to function at their full potential, academically, musically, socially and culturally. Language should give access to the curricular subjects and be a tool for communication within these subjects. Students should be enabled to become independent learners.

In order to achieve these goals, students with EAL receive assistance through in-class support and/or separate language sessions. Language is best taught in the service of other learning, and for students who join the Lower School and are following a full timetable, in-class Quality First Teaching is the preferred option. In Middle School (Ys 9-11) some students will have additional EAL in a small group setting. Attention is also given to a general overview of the students' curricular progress so that any necessary support can be provided. The ultimate aim for students joining Chetham's in Y10 or below is to take the IGCSE English First Language examinations with their peers.

Students joining the Sixth Form, without GCSE English Language or equivalent qualification, will usually study IELTS, to be taken at the end of Y12. Though not a school-based examination, the LS Department offers tuition to prepare students to gain

the required level for UK conservatoire/university entry. The qualification represents a high level of language skill and necessitates considerable independent practice.

Documentation And Communication

A record of students with EAL is kept. This is monitored and shared with members of staff.

Members of staff are required to complete an 'Initial Concern' form (see Resources) if they are concerned about a student's progress/access. This step must take place early in the process and certainly prior to the point of failure. When a new 'Initial Concern' is raised, brief details of the concern, the date, the named person raising the concern and the possible action to be taken are recorded. Further discussion between the SENDCo and the student's academic teachers, instrumental and pastoral tutors should then ensue.

In addition to our school report process and parent-teacher meetings, parents and carers are encouraged to telephone/email the department or their son or daughter's EAL tutor as appropriate.

The needs of students with EAL are taken into account not only on site in all subjects, but also off-site during educational and social trips and during general School life. Members of the boarding staff have awareness of any specific language needs which may extend beyond the 'working day'.

Public Examinations

Students who have EAL may qualify for Access Arrangements for their course and for internal examinations and public examinations. It is important that we have access to specific information about the student's education. In consultation with the Examinations Officer, the Head of LS Department will make the relevant Access Arrangements for academic examinations, e.g. use of simple translation dictionary. The Head of Department will also provide any relevant alerts for ABRSM examinations which will be collated by the Music Assistant.

The Head of LS Department and the Examinations Officer have a duty to ensure that all arrangements (even those granted at previous schools or by an external assessor) accurately define the student's working practice at Chetham's. Feedback will be gathered from academic and instrumental tutors.

Monitoring and Review

Any concerns about the progress of a student with EAL should be referred to the Head of Department, Miss Fogg. If the provision made for individual students raises any confusion or dissatisfaction, students, parents/carers should speak with the Head of Department or Joint Principal (NS), at an early stage as these matters can so often be resolved quickly and smoothly. If there is a more serious matter please use the School's complaints procedure

The EAL provision is specifically monitored and evaluated during the annual appraisal process and by the annual Departmental Report to the Joint Principal (NS). The Department welcomes feedback from students, staff and parents/carers. Concerns about student progress are discussed on a weekly basis in the LS Dept Meeting and in separate student-focussed meetings.

The Learning Support Department holds a key role within the School. Outcomes are important and so to ensure high standards are maintained this policy will continue to be reviewed on an annual basis.

Contact

Miss Fogg:

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Resources

[Special Educational Needs Code of Practice 0-25 years](#)

[Initial Concern Form](#)

(original on Sharepoint / Academic Site / Learning Support / Initial Concern Form)