



Colchester County High School for Girls

A9a SEND Information (Local Offer) 2025 - 2026

COMMITTEE	Curriculum & Student Matters
SLT RESPONSIBLE	Kristian Kidby Associate to SLT, Year Leader Year 7, Pastoral Leader for Y7-9 & SENCO
REVIEW	Yearly or following changes to Statutory Guidance
REVIEWED	September 2025
REVIEW DUE	September 2026
APPROVED BY THE GOVERNING BODY	November 2025

<p>What is Colchester County High School for Girls Commitment regarding special educational needs and disability (SEND)?</p>	<p>Colchester County High School for Girls (CCHSG) is an 11 to 18 selective grammar school for girls with academy status.</p> <p>Colchester County High School for Girls takes a whole school inclusive approach, recognising that the aims of the school are the same for all students.</p> <p>The school is committed to:</p> <ul style="list-style-type: none">• Promoting a positive learning environment that challenges, supports and celebrates every student's achievement through an inclusive academic and pastoral curriculum.• Enabling all students to become part of our school community irrespective of their individual needs• Recognising the value of each student and their potential to progress in all areas when individual needs are addressed• Enabling all students to develop personally, socially, morally and spiritually, in order to make a successful transition into adulthood, as well-rounded, confident individuals• Maintaining high expectations by staff for all students and emphasising the involvement of all staff in responding to the needs of all students. <p>The school recognises that a student has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them and as defined in the SEND Code of Practice 2015. The school accepts that a student has a learning difficulty or disability if they:</p> <ul style="list-style-type: none">• Have a significantly greater difficulty in learning than the majority of others of the same age or• Have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for use of others of the same age in mainstream schools or mainstream post 16 institutions <p>The school has a Special Educational Needs and Disabilities Policy which is reviewed annually. This is displayed on the school website www.cchsg.com and a designated member of the Governing Body with responsibility for SEND. The school has a Data Protection Policy and conforms to GDPR requirements.</p>
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<p>What kinds of special need do we provide for at Colchester County High School for Girls?</p>	<p>The school provides support for students across the 4 areas of need as laid out in the SEND Code of Practice 2015:</p> <ul style="list-style-type: none"> • Communication and interaction - Autism Spectrum Disorder (ASD) and Speech and language difficulties • Cognition and Learning - Learning difficulty, including dyslexia, dyspraxia, dyscalculia • Social, emotional and mental health difficulties - Attention Deficit Hyperactivity Disorder (ADHD) and Attention Deficit Disorder (ADD) • Sensory and/or physical needs - Hearing impairments, visual impairment, multi-sensory impairment and physical impairment.
<p>What staff will support my child and what training have they had?</p>	<div data-bbox="1341 592 1561 887" data-label="Image"> </div> <p>Our special educational needs co-ordinator, or SENCO</p> <p>Our SENCO is Mr Kidby Mr Kidby has two years' experience supporting SEND provision and achieved the National Award in Special Educational Needs Co-ordination in 2024. He is a qualified teacher and a member of the pastoral and safeguarding team.</p> <p>Class/Subject teachers</p> <p>Every member of staff in school has a responsibility to support all students effectively. All our teaching staff receive bespoke in-house SEN training, and are supported by the SENCO to meet the needs of pupils who have SEN. Your child's Form Tutor and Year Leader will provide pastoral support.</p> <p>In addition, students may receive support from members of support staff e.g. Pastoral Assistant, and/or, if appropriate, a school counsellor. The school has access to qualified school counsellors, The MHST Team (Mental Health Support Team) and YES (Youth Enquiry Service) who are based onsite to support students with emotional needs.</p> <p>If appropriate, a student may also be supported by another student in the school such as trained sixth-form mentors or peer mentors.</p>

<p>Who else might be involved in supporting my child?</p>	<p>If your child requires more specialist support, other people may be asked to help us to support your child in school. This may be:</p> <ul style="list-style-type: none"> • Educational Psychologists (EP) • School Inclusion Partner (IP) • Occupational Therapists (OT) • Speech and Language Therapists (SALT) • GP or paediatricians • Physiotherapists • School nurses • Child and adolescent mental health services (CAMHS) • Education welfare officers • Social services and other LA-provided support services • Voluntary sector organisations
<p>How does Colchester County High School for Girls identify and assess students with SEND?</p>	<p>A student may be identified as having a special educational need (SEN) or disability (D) at any stage during their education. This may be a long-term difficulty requiring continuing support or a short-term difficulty requiring a specific intervention.</p> <p>Students are identified as having SEND and their needs assessed through:</p> <ul style="list-style-type: none"> • Year 7 transition information from Primary School or previous school • Cognitive Abilities Test data • Baseline testing • Screen tests e.g. for reading • Observations and work scrutiny • Teacher feedback • Referrals from parent • Student self-referral • Information/reports from the medical profession
<p>What should I do if I think my child may have special educational needs?</p>	<p>If you think that your child may have special educational needs that have not been previously identified or you have concerns about your child's SEN, you should contact the school and ask to make an appointment with the SENCO or Assistant SENCO.</p> <p>The SENCO: Mr Kidby - kkidby@cchsg.com Tel. 01206 576973</p> <p>Mr Kidby will meet with you to discuss your concerns and try to get a better understanding of what your child's strengths and difficulties are. Together we will decide what outcomes to seek for your child and agree on next steps. If we decide that your child needs SEN support, we will formally notify you in writing and your child will be added to the school's SEND register.</p>

<p>How will the school respond to such a concern?</p>	<p>Relevant Information from all of your child's subject teachers will be collated and then considered by the Special Educational Needs Coordinator (SENCO) in liaison with colleagues.</p> <p>The SENCO will contact you either by phone, or email to find out more specific and detailed information regarding your child's individual needs. An initial meeting will be arranged to capture your child's view, the parental perspective and that of the school. Strategies will be discussed and agreed in conjunction with all parties and the SENCO will create a personalised Support Passport to provide guidance for support strategies for teaching staff.</p>
<p>What provision is there for students with SEND?</p>	<p>If your child needs additional support, their name will be placed on the school's SEND Support Register. The school aims to ensure the fullest possible access to the curriculum for students on the SEND Support Register. The SENCO in liaison with you, your child and your child's teaching staff will formulate an individual support plan (Student Passport). This document will outline your child's strengths and difficulties and will describe the recommend strategies and advice for teaching staff to guide them as to how they can best support them in the classroom. In addition to the Student Passport, the SENCO in liaison with you, your child and your child's teaching staff, will create a One Plan (Action Plan for SEND provision).</p> <p>Your child's Passport and One Plan will be confidentially shared with all relevant staff, therefore promoting consistency of approach and encouraging appropriate support and in turn progress for your child.</p> <p>Provision for students with SEND includes:</p> <ul style="list-style-type: none"> • Quality first teaching, with appropriate personalisation in place • Extra adult support in classrooms where appropriate • Personalised provision through adapted spaces, resources and interventions • Planned seating • Pair work and group work enabling peer support • Alternative ways of recording (e.g. laptop, mind-mapping etc.) • Provision of specialist equipment for students with a disability • Clear, structured classroom routines • Adjusted timetable • Study or homework support • Additional revision sessions • Support with organisation and time management • Mentoring by peers and teaching staff • Small group intervention programmes especially for English and Maths • Individual pathways at Key Stage 4 • Access arrangements (e.g., extra time) for examinations. These will be known and established as the student's normal way of working.

	<p>Should it become necessary, the school will work with parents and other agencies to make an application for an Education Health and Care Plan (EHCP) to secure potential funding for further support.</p> <p>In line with statutory duty, any student with an EHCP will have Preparation for Adulthood targets included in their EHCP from Year 10 onwards. Targets will come from the four categories detailed at www.preparingforadulthood.org.uk Employment / Independent Living / Friends, Relationships and Community / Good Health.</p>
<p>How does Colchester County High School for Girls evaluate the effectiveness of provision made for pupils with SEND?</p>	<p>The effectiveness of our provision is measured in the progress that individuals and groups of students make over time. The school is required to measure progress using nationally agreed standards and criteria, as well as progress in individual social, emotional or behavioural targets. All students are carefully tracked, and overall progress is monitored by the Year Leader and the SENCO.</p> <p>Impact tracking is completed at least termly and adaptations to provision made in light of these findings. Progress and evaluation are reported to the Governor with responsibility for SEND. Annual report to governing body and SEND Information report posted on the website, which is reviewed annually.</p>
<p>What arrangements are in place for assessing and reviewing pupils' progress towards outcomes, including opportunities available to work with parents and pupils as part of this assessment and review?</p>	<p>These arrangements include:</p> <ul style="list-style-type: none"> • Graduated approach: Assess, Plan, Do, Review (One Plan) • Data tracking for pupil progress • Support plans and EHCP reviews • Observations and follow up • Parent meetings 3 times a year (termly).
<p>How will I know how well my child is progressing?</p>	<p>Progress of students with SEND support is monitored termly in line with school assessment procedures. Internal tracking systems are used to highlight progress of individuals as well as identified groups. Progress data is shared with parents several times each year, in written format as well as face to face at Parent Consultation Evenings.</p> <p>The SENCO is available to discuss individual students at any point, usually by appointment, to ensure privacy and confidentiality.</p> <p>In addition to the above, progress of all students on the SEND Support Register is reviewed termly, or as frequently as necessary as part of a student's SEND Provision. You will also be invited into school for SEND review meetings, where your child's overall progress and specific targets will be discussed.</p> <p>Reviews are carried out in line with statutory guidance for reviews including seeking advice or information from the school, external agencies, the student and the parent/carer.</p> <p>Documentation is shared in advance, and meetings held at mutually agreed times. Students are always encouraged to participate in their meeting.</p>

<p>How will my child be able to contribute their views? How will my child be involved in the process?</p>	<p>The views of our students are very important to us. We are committed to listening to the voice of the child and to ensuring their needs are met. Your child will be involved in setting their own targets and monitoring their own performance along with subject staff, pastoral staff and parents.</p> <p>This could be through:</p> <ul style="list-style-type: none"> • Student involvement in forming their SEND Student Passport and One Plan • Informal and formal Tutor-Student progress meetings • During meetings or discussions with the SENCO • In SEND review meetings <p>There are a number of other ways in which your child will be able to give their views through the student body e.g.</p> <ul style="list-style-type: none"> • Talking to Student Voice representatives – the school has an active Student Voice, which meets weekly. <p>Talking to a peer or sixth form mentor – the school has an active mentoring programme where older students mentor younger more vulnerable students and give academic support.</p>
<p>How does Colchester County High School for Girls secure equipment and facilities to support children and young people with special educational needs?</p>	<p>We work closely with the specialist teacher team, occupational therapy, physiotherapy and paediatric service in order to make reasonable adjustments for students with SEND, for example:</p> <ul style="list-style-type: none"> • Coloured overlays • Laptops/iPads • Radio aids • Specialist seating • Disabled toilets • Writing slopes • Wheelchair ramps
<p>How will my child be included in activities outside the classroom including school trips?</p>	<p>All activities and school trips are inclusive in nature; if your child wishes to attend a school trip, they may need some additional support with this.</p> <p>Comprehensive risk assessments are carried out prior to a trip and an appropriate staff ratio is allocated. Thorough 'trip packs' are issued for staff involved. This will include information regarding your child's needs. There may be occasions when we meet or contact parents before a trip to agree arrangements. Should parents have specific concerns before a trip they should contact the trip organiser.</p>
<p>What support that is available for improving the social, emotional and mental health of pupils with SEND?</p>	<p>Students at Colchester County High School for Girls are well supported by:</p> <ul style="list-style-type: none"> • Safeguarding training for staff • An anti-bullying policy developed by student voice • Social, emotional and mental health support from the Pastoral Team • School Nurse and School Counsellor support • The MHST Team (Mental Health Support Team) • YES (Youth Enquiry Service) Counsellor • 1:1 mentoring (targeted support for individual pupils) • PSHCE education across the year groups via timetabled lessons

	We also work closely with external mental health agencies including CAMHS.
How accessible is the school environment?	<p>All reasonable steps are taken to ensure there is adequate provision for all students with physical difficulties. When necessary, the advice of external professionals is sought and followed.</p> <p>All school buildings are accessible either at ground level or with a ramp. The main school block is on three floors with lift access.</p> <p>Disability accessible toilets are available in the main school, MSchool and in the PE changing area.</p> <p>The school has a Disability Accessibility Policy & Plan displayed on the school website www.cchsg.com. These are reviewed annually to ensure all needs of students are met</p>
How will the school prepare and support my child to join the school?	<p>Before your child comes to the school the following process will occur:</p> <ul style="list-style-type: none"> • Information from your child's primary school(s) will be obtained and you may be contacted for further details • Parents and students will be invited to an information evening in the summer term of Year 6 and you will have the chance to meet your child's form tutor and speak to the SENCO if necessary • If you and/or your child would like to make an additional appointment to speak to key staff at the school, this can be arranged • The SENCO will try to attend primary review meetings where requested.
How will the school prepare and support my child as she transfers within and from the school?	<p>Transition within school:</p> <ul style="list-style-type: none"> • At the beginning of each academic year, information about your child's SEND is given to all of her new teachers, to allow a smooth transition into the new year group • Your child will take part in all the GCSE preference arrangements for Year 8 students (e.g. Curriculum Information Evening and Year 8 Parent Consultation Evening) • Students with SEND may be offered an 'early' interview with an Independent Careers Advisor if felt appropriate by you, your child or the SENCO <p>Transition from school:</p> <ul style="list-style-type: none"> • Your child will take part in all the transition arrangements provided for all students such as Higher Education Evening, support in writing a CV/personal statement and individual interview with a member of the Senior Leadership Team regarding the next step in their education/future pathway. • In addition to the above, the school may give your child additional support with the transition to college or university, based on their individual needs • The SENCO ensures that our students' special educational needs or disabilities are known to other schools, colleges or Universities to which they may transfer.
How can I be involved in supporting my child?	<p>We highly value the support that you can offer in helping your child with their education. We would like to encourage you to:</p> <ul style="list-style-type: none"> • Check your child's homework diary regularly and use it to liaise with their tutor and subject teachers as necessary • Support your child with homework if needed

	<ul style="list-style-type: none"> • Attend all parent consultation evenings and SEND review meetings • Inform us of any changes regarding family or personal circumstances • Communicate any concerns you may have to your child's form tutor or the SENCO • Offer other support relating to areas for development as part of the review process • Become involved in the wider life of the school e.g. join the Parental Voice Group or PTFA.
How can I register any concerns or complaints that I might have?	<p>At Colchester County High School for Girls, we work hard to establish and maintain effective communication with students and parents and listen to and respond positively to any concerns brought to our attention.</p> <p>We are committed to taking all concerns seriously and would like to think that, through being open and accessible, concerns can be both raised and dealt with easily by contacting the school. Please see our Complaints Procedure available on the school website for further information.</p>
How can I access support for myself and my family?	<p>There are excellent sources of support and advice available to parents of students with SEND:</p> <p>Families in Focus http://www.familiesinfocusessex.org.uk/</p> <p>and</p> <p>SENDIASS http://www.essexlocaloffer.org.uk/listing/send-information-advice-and-support-service/</p>
Where can I get more information about the Local Offer from the local authority?	<p>The Essex Local Offer provides a wealth of information for parents of students with SEN, covering a range of enquiries from transport to housing</p> <p>http://www.essexlocaloffer.org.uk/ http://www.essexlocaloffer.org.uk/?s=&category=activity-days-breaks</p>

Key Terms

ADHD/ADD: Attention Deficit Hyperactivity Disorder/Attention Deficit Disorder

ASD: Autistic Spectrum Disorder

SCLN: Speech, Language and Communication Need

SEN: Special Educational Needs

SEND: Special Educational Needs and Disabilities

EHCP: Education Health Care Plan

CAMHS: Child and Adolescent Mental Health Services