

SEND Coffee Morning  
6/6  
4th July 2025



# Today's Agenda

## Outline of the Morning

- **9:00 – 9:10am**

Welcomes and Ground Rules

- **9:10 – 9:30am -**

- Transition Process – What is happening in school now
- How to support at home – Transition Passport

- **9:30- 9:45**

Looking to next year.

# Ground Rules and Protocols for SEN Working Group

## **1. Safe Space for Discussion**

- This group is a safe and supportive space where all members are encouraged to discuss a wide range of SEN-related topics, including questions, experiences, and challenges.
- Everyone's input is valued, and there is no such thing as a "silly" question. We are all here to learn from each other and to share knowledge.

## **2. Maintain Anonymity**

- To ensure privacy and respect confidentiality, no names of children, parents, or other staff members will be mentioned during discussions. When sharing experiences or examples, keep identifying details anonymous.

## **3. Positive and Constructive Atmosphere**

- Discussions should remain positive, constructive, and solution-focused. We aim to build one another up and create a supportive environment where feedback is given respectfully.

## **4. Equal Contribution and Collaboration**

- Each member of the group is encouraged to contribute, share their expertise, and offer solutions. Whether this is during the Q & A section of the morning or when you have some time to talk amongst yourselves over a coffee.

## **6. Welcoming and Inclusive Environment**

- The group should be friendly, welcoming, and inclusive. Making new members throughout the year feel comfortable by being open and approachable. Acknowledging that we are all at different stages of diagnosis or are here because we have an interest in SEN.
- Avoid judgment and focus on creating a space where everyone feels encouraged to share and participate.

By adhering to these ground rules and protocols, we will build a strong, collaborative community focused on improving support for SEN children and ensuring a positive environment for all of our parents and staff members.

## **Annual SEN Review Meetings at Bramhope**

Last year, we introduced an annual SEN review meeting, led by Mr. Street and myself, to provide a comprehensive evaluation of the support in place for our children with special educational needs.

While some of our families engage regularly with class teachers and me in my role as SENCo, others may not require as frequent contact.

The annual review offers an invaluable opportunity for face-to-face discussions, allowing us to reflect on successes and identify further support strategies for both school and home environments.

We take great pride in offering this service to our families at Bramhope. It has been instrumental in fostering strong, collaborative relationships between home and school, benefiting many of our students.

This year, we have split our review meetings into 3. There is no order in which these have been split but it is just impossible for me to meet with all our families within 7 weeks. You will receive a letter this week to inform you whether your meeting will be during our summer 2 term or whether this will be in September as our new year begins.

The first round of meetings is coming to an end now. If you have yet to have your annual review, this will be scheduled for the autumn term.

Unfortunately, we cannot send out the link to book these until all of our 25-26 classes are uploaded on to the school system. Once this is completed, you will receive a booking link for the autumn term.



# Transition Process at Bramhope

Although it is a time for change for our children and our families, it is also a time where we see and value the importance of consistency and time to continue working conversations and fostering new relationships.

This time of change, may feel quite sudden to you but please rest assured that class teachers have had this in the back of their mind for weeks.

The smaller transition steps have been having across school.

From note delivery, to spending time in new areas across school, meeting new and unfamiliar adults, there has been a vast and varied amount of small subtle transition steps happening for many of our children.



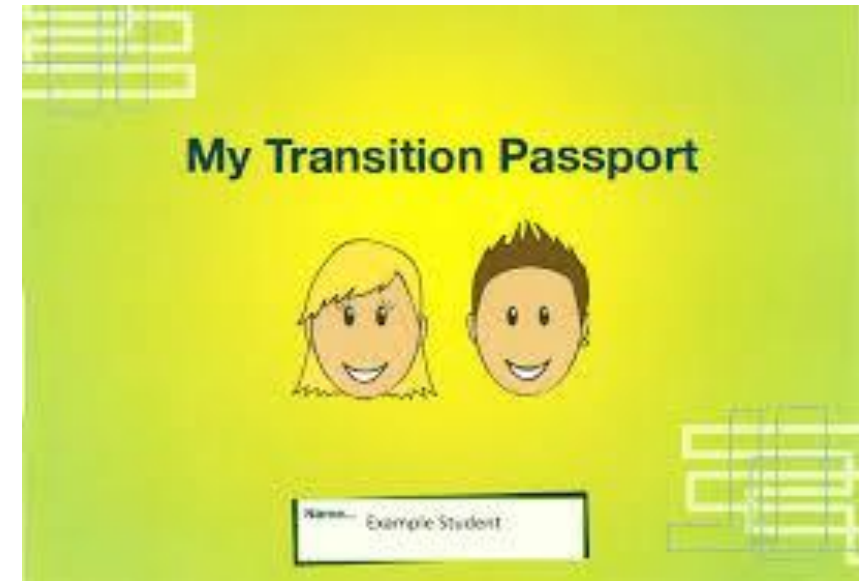
## Transition support going on in the background.

- SEN staff meetings and staff briefings throughout the year
- Dedicated staff meeting time during this summer 2 term to discuss children moving to specific classes – provision, emotional support, sharing IPMs / ILPs, resources that support and scaffold.
- Additional staff time with SENCo to support to support transition and to discuss how provision looks, how classrooms look, strategies to support
- Creating new classes, friendships, working partnerships, educational needs, sensory needs
- Creating areas that are familiar in classrooms across school, even when the classroom itself is unfamiliar.



# Transition Package for our SEN children

- Additional transition opportunities once we know the children's new class teachers
- Opportunities for the new teacher to come and visit the children in their current classroom environment
- Transition Passports – these play an important role in helping children process the transition to their new class. These can be completed in school but for this to have maximum impact these can be supported and completed at home.
- Social stories where necessary



## **Sections that can be completed at home**

- Page 5 – My relationships
- Page 7 – My Home
- Page 13 – My Life as I know it
- Page 15 – What my week looks like
- Page 18 – Hobbies
- Page 19 – Big Dreams
- Page 21 - Housing
- Page 23 – Work Life
- Page 25 – My Communication
- Page 27 – My Feelings

# Transition Behind the Scenes

- As standard, all class teachers will have transition meetings with the current class teacher. This gives an overview of each child, discussing academics, behaviours, friendship, medical and any other needs / important information
- Teachers will then have additional meetings with current class teachers to discuss current SEN support and provision in class. This looks at 'What a day for ..... looks like?' From NNT boards, emotional check ins, brain breaks to flexible seating'
- Teachers are then given opportunities to see current provision in practise, what does their calm area look like, how are strategies implemented in each lesson, what does the expectation look like etc
- In addition, all class teachers, will have a transition meeting with Mrs House before the end of the summer term, this gives me the opportunity to share the IPM, discuss strategies and look at what the classroom provision looks like, seating options, calm area options etc
- Teachers and I will touch base again within the first half term to discuss what is working well, anything that is not working so well and looking at the whole picture again once your child is 'living in' their new setting.

## Wednesday

- The day will be as their normal day until 1:30pm
- 1:30pm, they will move to their new classrooms and meet their new teacher.
- Between 1:30pm and 2:45pm, they will spend some time getting to know their new environment and new class teacher
- 2:45pm – 3pm – The children will transition back to their current classes for their normal end of day routine.

## Thursday

- All children will come to school and go to their current classes for registration.
- At approx 9:30am – children will move to their new classes

### What will be covered during their transition days?

- Overview of next year's learning / trips / visitors
- All about me activity
- Creative activity – used as some form of familiarity in September
- Class and year group expectations
- Opportunity for the children to ask questions or share any concerns.

# The Power of **YET**

I don't know ...**YET**

This doesn't work ...**YET**

I don't understand this ...**YET**

This doesn't make sense ...**YET**

I'm not good at this ...**YET**

I can't do this ...**YET**

## What we don't know yet, but will inform you of as soon as we do

- The new staffing structure for Bramhope will be sent home to parents today
- Families, will receive a letter / email on Wednesday, this will confirm their child's class for next year.
- Transition – Children will spend 1.5 days with their new teacher in their new classroom.



Next Year

This year, we responded to parent voice and introduced our half termly SEN coffee mornings.

Whilst we appreciate, that during the school day can be tricky for some parents, we have noticed a decline in numbers as the year as progressed. From this, we have made the decision to run these termly rather than termly for 25-26.

We want to keep our families at the forefront of these coffee mornings; therefore we would like to hear from you on what topics, area of SEN or support that you would welcome next year.

There are some large pieces of paper on the tables, please share your ideas on here. We can then map out our year ahead to support our families.

Some suggestions that we have already had:

- Clarification on EHCP process - difference between school / family applications
- PDA / ADHD support and strategies for success
- Information on secondary school choices - particularly specialist / SEN support on offer