



**Holywell School Local Offer Information  
2024 - 2025**



## Holywell Primary School, Upchurch LOCAL OFFER INFORMATION

The Children and Families Act (March 2014) requires Local Authorities to *"Publish a local offer, setting out in one place information about provision they expect to be available for children and young people in their area who have special educational needs."*

Children within Holywell School fall within either the Kent Local Offer or the Medway Local Offer, depending on their home address.

To access the KENT Local Offer (Swale addresses), click here:

<https://www.kent.gov.uk/education-and-children/special-educational-needs>

To access the MEDWAY Local Offer (Medway addresses), click here:

<https://www.medway.gov.uk/localoffer>  
[https://www.medway.gov.uk/info/200307/local\\_offer/831/about\\_medways\\_local\\_offer](https://www.medway.gov.uk/info/200307/local_offer/831/about_medways_local_offer)

Schools are no longer required to provide a school-based local offer, however, we acknowledge the need to be transparent so have provided some useful contacts and information below.

<b>Information and Guidance:</b>	
Who should I contact to discuss the concerns or needs of my child?	
<p><b><u>Class teacher</u></b>            Contact:  <a href="mailto:office@holywell.kent.sch.uk">office@holywell.kent.sch.uk</a></p>	<p>They are responsible for:</p> <ul style="list-style-type: none"> <li>○ Adapting and refining the curriculum to respond to strengths and needs of all pupils</li> <li>○ Checking on the progress of your child and identifying, planning and delivery of any additional support</li> <li>○ Contributing to devising personalised learning plans to prioritise and focus on the next steps required for your child to improve learning</li> <li>○ Applying the school's SEN policy</li> </ul> <p>If you have concerns about your child you should speak to your child's class teacher. You may then be directed to the SENDCO.</p>
<p><b><u>Special Educational Needs and/or Disabilities Coordinator (SENDCO)</u></b>            Mrs Warner            Contact:  <a href="mailto:senco@holywell.kent.sch.uk">senco@holywell.kent.sch.uk</a></p>	<p>They are responsible for:</p> <ul style="list-style-type: none"> <li>○ Coordinating provision for children with SEND and developing the school's SEND policy</li> <li>○ Ensuring that parents are               <ul style="list-style-type: none"> <li>● Involved in supporting their child's learning and access</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>• Kept informed about the range and level of support offered to their child</li> <li>• Included in reviewing how their child is doing</li> <li>• Consulted about planning successful movement (transition) to a new class or school</li> <li>• Liaising with a range of agencies outside of school who can offer advice and support to help pupils overcome any difficulties</li> <li>• Providing specialist advice and facilitating training to ensure that all staff are skilled and confident about meeting a range of needs</li> </ul>
<p><b><u>Family Liaison Officer (FLO)</u></b> Mrs Shellard Contact: <a href="mailto:flo@holywell.kent.sch.uk">flo@holywell.kent.sch.uk</a></p>	<p>They are responsible for:</p> <ul style="list-style-type: none"> <li>○ The attendance of children at school</li> <li>○ Liaising with parents to ensure continued good attendance of children and problems that may occur to reduce this</li> <li>○ Pastoral support of pupils</li> </ul>
<p><b><u>Head Teacher</u></b> Mrs N Murrell Contact: <a href="mailto:office@holywell.kent.sch.uk">office@holywell.kent.sch.uk</a></p>	<p>They are responsible for:</p> <ul style="list-style-type: none"> <li>○ The strategic and day to day management of all aspects of the school, including the provision made for pupils with SEN</li> </ul>
<p><b><u>SEN Governor</u></b> Contact: <a href="mailto:office@holywell.kent.sch.uk">office@holywell.kent.sch.uk</a></p>	<p>They are responsible for:</p> <ul style="list-style-type: none"> <li>○ Supporting school to evaluate and develop quality and impact of provision for pupils with SEN across the school</li> </ul>