



## *Special Educational Needs (SEN) Department Charter*

At The British School of Guangzhou we strive for *all* our students to achieve their potential and understand that each child is unique. We therefore aim to differentiate our teaching and provision to meet all of our students' needs. At times, this may mean that students require additional or alternative provision and with this knowledge, we are able to offer various kinds of learning support or special educational support through our Special Educational Needs (SEN) Department. However it is important to emphasise that our SEN unit is designed to cater for students who have mild to moderate learning needs.

### *What we offer*

- Commitment to work with families, external agencies (where relevant) and teachers, keeping the needs of the child at the centre.
- Individualised and personalised planning in an attempt for students to access the school curriculum and to also succeed within their own benchmarks
- Respect for parental and pupil views, which is embedded within our provision.
- Termly meetings with parents and relevant school teams to continuously review and assess the progress of each student.
- One-to-one sessions with our specialists either in our dedicated SEN classroom or within the mainstream classroom.
- Highly structured individual and/or group sessions focusing on personalised learning.
- Speech and Language pre-screening, screening and in-depth assessments.
- Speech and Language therapy services.
- SEN Drop-In Sessions within all phases (Early Years, Primary and Secondary). We encourage our families to come and visit us for an informal chat (staff and parents).

Note: Currently the costs for SEN services for 1:1 and highly structured groups and Speech and Language services (excluding pre-screening) and assessments are met entirely by parents. We do however need to emphasise that if the needs of the child prove to be beyond the capacity of the school we will have no alternative but to withdraw the student's place in school.

Please also note that the School aims to provide a safe and purposeful environment for all our students and, as such, we maintain a zero tolerance approach to certain types of behaviour. These expectations are outlined in the school's behaviour management policy, and no exceptions can be made for SEN students.

*We expect each parent will:*

- Refer to and follow through with the school’s admission policy in the ‘Conditions and Declarations’ form by fully disclosing all information with regards to any special educational needs that your child may have and sharing relevant external specialists’ reports (all information will be kept strictly confidential and will only be shared with relevant key members of staff to better support your child’s overall needs)
- Attend termly meetings and/or requested meetings and play an active role in collaborating and cooperating with school.
- Fully cooperate in seeking external services from professionals (e.g. educational psychologists, speech and language, and occupational therapy assessments, etc.) if it is felt that a child requires a level of support that is beyond the capacity of our SEN department or that our support team would benefit from additional expertise/advice. The SENCO will assist any families along the way as needed.

*Note: All external assessments are to be paid for by parents however if required, we can provide documentation and an official fapiao for company reimbursements or for insurance purposes.*

With your support, we look forward to helping your child achieve their potential at our school by providing them with optimised learning opportunities that cater to their individual needs.

We, the parents, fully understand all of the above and agree to the conditions set.

**Name of Student:**

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**Parents:**

Signed:.....

Date:.....

Signed:.....

Date:.....

**BSG SEN department:**

Signed:.....

Date:.....