

# Inclusion Policy

Document Detail	
<b>Category:</b>	<i>Employee and Student Related</i>
<b>Authorised By:</b>	<i>Local Governing Board</i>
<b>Sponsor:</b>	<i>Mr James Loten</i>
<b>Author:</b>	<i>Based on School Bus Model Policy</i>
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## Ownership and Control

### History

Version	Author	Dated	Status	Details
1		10.06.09	Approved	Student & Community Committee
2	Ge	20 March 2013	Approved	Approved by Student and Curriculum Committee 20 March 2013
3	Kd	May 2016	Approved	Approved via Chair's Action as per authority delegated by the Student and Curriculum Committee on 11 May 2016
4	JLO	June 2019	Pending	Pending approval by LGB on 13 <sup>th</sup> June 2019

### Intended Audience

Intended Audience	Intended Method of Distribution
All Staff	SharePoint
Governors	SharePoint

## AMENDMENT TRACKER

**Name of reviewer: James Loten**

**Date of review: June 2019**

**Summary of all changes being proposed in this policy review:**

The School Bus Model Policy has been adopted, with the following amendments:

- 1.2 The relevant HDHS policies have been listed.
- 2.3 "SEnCo and/or appropriate senior leader" has been added.

Review of this policy has been amended to annually.

## **Contents:**

### Statement of intent

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## Statement of intent

Harwich and Dovercourt High School values the individuality of all pupils; we are committed to giving pupils an equal opportunity to achieve the highest standard of education and have access to the full curriculum. We intend to provide education that meets the specific needs of all individuals and groups of pupils, with the aim to eliminate discrimination.

The ultimate purpose of inclusion is to enable pupils to flourish in adult life. Harwich and Dovercourt High School aims to increase the level and quality of inclusion within school, while protecting and enhancing specialist provision for those who need it.



Signed by Kate Finch, Headteacher

June 2019



Signed by Adrian Leggett, Chair of Governors

June 2019

## **1. Legal framework**

- 1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:
  - Equality Act 2010
  - Education Act 1996
  - Children and Families Act 2014
  - 'Special educational needs and disability code of practice: 0 to 25 years' 2015
- 1.2. This policy will be implemented in conjunction with the following other school policies:
  - Accessibility for All Policy
  - Admissions Policy
  - Anti-Bullying Policy
  - Anti-Racism Policy
  - Charging and Remissions Policy
  - Child Protection Policy
  - EAL Policy
  - Equality and Diversity in Employment Policy
  - More Able (HPA) Policy
  - SEND Policy
  - Supporting Pupils with Medical Conditions Policy

## **2. Roles and responsibilities**

- 2.1. The governing board will ensure that inclusion provision is of a high standard, and will evaluate the effectiveness of the provision and Inclusion Policy on a termly basis.
- 2.2. The headteacher will ensure that the management of inclusion remains consistent and effective, providing regular reports to the governing board.
- 2.3. Teaching staff will regularly evaluate pupils' progress and liaise with the inclusion manager, SENCo and/or appropriate senior leader.
- 2.4. Parents will work in partnership with the school to support the progress of their child, maintaining strong communication with the school and providing their child with activities at home to assist in development.
- 2.5. Teaching assistants who support the inclusion of pupils will be supervised on a weekly basis to ensure they fulfil their duties.

### **3. Aims and objectives**

- 3.1. Harwich and Dovercourt High School aims to be an inclusive school. We actively seek to increase the level and quality of inclusion within our school, while protecting and improving specialist provision for those who need it.
- 3.2. Taking into account pupils' experiences and needs, we form strong partnerships with parents, the LA and external agencies, such as health and social care services, and offer a broad and balanced curriculum to ensure that all pupils have every opportunity to achieve the highest standard of education.
- 3.3. Harwich and Dovercourt High School has a zero-tolerance approach towards prejudicial attitudes and discriminative behaviour, and the school will do everything it possibly can to ensure members of the school community are not discriminated against. We will not allow discrimination, harassment or victimisation against any pupil, prospective pupils, or other members of the school community because of the following:
  - Gender
  - Race
  - Disability
  - Religion or belief
  - Sexual orientation
  - Pregnancy or maternity
  - Being adopted or permanently placed
- 3.4. Harwich and Dovercourt High School will make every effort to meet the learning needs of all pupils without excluding them from the national curriculum.

### **4. Planning and teaching**

- 4.1. Teaching staff will plan their approaches to teaching and learning so that all pupils are able to take part in lessons. Staff will ensure these approaches meet the specific needs of individuals and groups, providing opportunities for all pupils to achieve.
- 4.2. Teachers will ensure that all teaching assistants have access to relevant planning so they can support pupils appropriately.
- 4.3. Specific action will be taken to respond to pupils' diverse needs by:
  - Creating effective learning environments.
  - Ensuring they are motivated.
  - Using appropriate assessment approaches, such as teacher observations.

- Setting targets that are achievable and positive for individual pupils.
  - Developing positive relationships with pupils.
  - Setting appropriate learning challenges.
  - Providing other, or additional, curricular opportunities to meet the needs of individuals or groups of pupils.
- 4.4. Lesson plans will vary to meet the needs of individual pupils and pupil groups.
- Lessons for pupils who are gifted and talented will include:
    - Tasks which demand higher thinking skills.
    - Access to advanced resources or materials that support the level of challenge.
    - Fast-paced challenges that will motivate pupils.
    - Creative learning tasks which encourage pupils to make judgements.
    - The opportunity to take risks in an organised exercise, to learn from failures and work collaboratively.
    - Authentic tasks with the opportunity for choice and personalisation.
  - Lessons including pupils with EAL will include:
    - Access to dual language texts, posters and displays.
    - Working collaboratively with other pupils, both with EAL and those whose first language is English.
    - Access to word banks.
    - Opportunities for visual literacy techniques.
    - Opportunities for discussions and co-operative learning.
    - Promoting and celebrating diversity whilst avoiding stereotyping.
    - Planned learning opportunities which reflect the backgrounds of pupils in the class.
- 4.5. Harwich and Dovercourt High School understands that such learning experiences will benefit all pupils, not just those identified as gifted and talented or who have EAL.
- 4.6. Teachers will use an inclusive model of provision that provides all pupils with the opportunity to participate in lessons.
- 4.7. Teachers will ensure that pupils understand the role they play in ensuring their own progress.
- 4.8. Teachers will ensure that pupils understand what behaviour is expected in different circumstances and environments.

## 5. Pupils with SEND

- 5.1. Harwich and Dovercourt High School aims for the early identification of pupils with SEND through the monitoring of achievement and regular observations.
- 5.2. The SEND Local Offer summarises how name of school works within the local community, with local schools and agencies, to provide an inclusive offer to all pupils with SEND.
- 5.3. We aim to ensure equal opportunity for all pupils with SEND. It is the teacher's responsibility to inform the SENCO of any concerns regarding an individual's learning.
- 5.4. Lesson plans for pupils with SEND will be adapted to include:
  - Adapted learning objectives and success criteria to meet their abilities.
  - Adapted print texts.
  - Hands-on equipment, such as tactile equipment relating to shapes in maths lessons.
  - Multi-sensory learning opportunities.
  - Additional support from staff members, where possible.
  - Additional visual cues.
  - Adapted homework.
- 5.5. Harwich and Dovercourt High School is committed to delivering an environment that provides pupils with full access to all areas of learning.
- 5.6. Teachers will modify lessons as appropriate; for example, pupils may be given additional time to complete certain activities.
- 5.7. Teachers will ensure that pupils have the same opportunities to develop skills in practical aspects of the curriculum.
- 5.8. Teachers will take into account the learning pace of pupils with SEND.
- 5.9. Work will be adapted and alternative activities in subjects will be provided where pupils are unable to operate certain tools or equipment.
- 5.10. Pupils will have opportunities to take part in educational visits and activities related to their studies. If a pupil's disability prevents them from attending particular trips, the school will do their best to make reasonable adjustments to ensure the pupil can participate in as many of the activities as possible.
- 5.11. Approaches that allow pupils with visual impairments to access the curriculum will be enforced; for example, the use of visual resources.

## **6. Monitoring and review**

- 6.1. Harwich and Dovercourt High School's inclusion manager is Natalie Prior. The inclusion manager will ensure that meetings take place termly, to review the progress of pupils on the inclusion register and to ensure compliance with the Inclusion Policy.
- 6.2. The Designated Safeguarding Lead will review this policy annually, alongside the governing board, to ensure all relevant policies and practises are up-to-date and compliant with statutory requirements.
- 6.3. Any changes to statutory guidance relating to inclusion and SEND may lead to changes in this policy.
- 6.4. All staff will be notified of any changes made to this policy.