



## TOR VIEW SCHOOL POLICY DOCUMENT

### INCLUSION LINKS

#### **Aim**

This policy is intended to clarify the purpose and practice of the morning Primary Inclusion Link at Haslingden Primary School. This policy clarifies roles and responsibilities, including monitoring arrangements, staff training, line management of staff, classroom management, responsibility for pupil target setting and Assessment Recording and Reporting (ARR) arrangements.

#### **Context – Précis of previous partnership working between the two schools**

Tor View and Haslingden Primary School have managed successful inclusion links since 2003. The ethos of the two schools promotes inclusion in the widest sense and the two schools are part of the partnership of 3 schools who formed the Cotton Shed Inclusive Theatre Company.

#### **Morning Inclusion Link – Rationale**

The successful inclusion link was established by Tor View in partnership with Haslingden Primary School in 2003. The purpose of the link is to provide a more appropriate teaching environment for pupils whose needs are not readily met by the mainstream or special school model. It is essentially a bridging group for these pupils. Within the classroom bases the structure reflects the formality of a mainstream class with staffing levels and specialist expertise more closely associated with the special school environment.

In order to ensure that the inclusion base is an effective teaching and learning environment and to maintain high levels of pupil progress the group has a maximum size of 12 pupils. These 12 pupil places are equally distributed across the 2 schools, with each school having 6 places. If one of the schools has less pupils accessing the base places may be filled by the other school until such time as they are needed. Both schools must prioritise in order to maintain the optimum teaching group size.

#### **Funding sources**

Initially the Inclusion link was funded through a standards fund grant which was accessed via a bidding process. However, for the last 3 years there has been no

inclusion support money available and the two schools are using their budget shares to enable the inclusion provision to continue.

Currently Tor View provides 0.6 teachers and Haslingden provide 0.6 TA 3 and 0.6 TA2. Haslingden also provide the classroom bases and commits to keeping the facilities well organised and stocked with appropriate equipment including ICT resources. Tor View provide transport from the link and specialist resources to support the link.

## **Timetable**

Tor View pupils arrive at Haslingden Primary Schools from 8:30am dependent on the drop off time of their transport. Tor View staff based at Haslingden Primary School are therefore required to be available for pupil supervision from 8:30am. Haslingden Primary School starts with registration at 8:50am. Tor View pupils are registered in the base by Tor View staff and a dinner register is taken. HPS office staff fax or phone through this information to Tor View. Haslingden Primary School pupils are registered by their class teacher.

At 9:00am lessons begin in the inclusion base with Tor View and Haslingden Primary School being taught as equals within the class group.

Morning lessons cover Literacy and Numeracy, including key skills. Break from 10:00-10:15. Please see the current class timetables for a more detailed overview. Where deemed appropriate Tor View pupils access mainstream lessons. The level of support required for this full inclusion is determined on an individual needs basis.

## **Roles and Responsibilities**

- **Pupils**

Tor View Pupils- Tor View pupils remain the responsibility of Tor View teachers on site. Any issues and concerns from TAs or mainstream teachers must be relayed to the class teacher. Class teachers are responsible for writing and updating the Key Skills and Care Plans, ensuring that inclusion links remain appropriate and liaising with Haslingden Primary School staff.

Haslingden Primary School Pupils – Haslingden Primary School remain the responsibility of their mainstream class teacher. Any issues and concerns from Tor View TAs or teachers must be relayed to the class teacher. Class teachers are responsible for writing and updating the IEP through liaison with the Haslingden Primary School SENCO and relevant Tor View teacher. Haslingden primary School pupils on the inclusion link will have a Key Skills and Care Plan in addition to the school's IEP. The KSCP will give a more detailed analysis of current targets and will be written by the Inclusion Base teacher using assessment data and the Primary School's IEP. It is therefore essential that IEPs are made available to the Inclusion teacher before or as soon as a child joins the base. Time must be allocated by both schools to

ensure that there is a half-termly meeting to update the IEP. Class teachers must ensure that inclusion links remain appropriate and liaise with Tor View staff.

- **Rooms**

Haslingden Primary staff will maintain the rooms as classrooms ensuring that these spaces are not used for the storage of unwanted items and excess stock.

Sufficient storage will be made available for the bases to operate effectively. This should include a bank of trays for pupil use. Lockable storage cupboard for teacher's resources and shelving/ book boxes. Tor View will support the purchase of this furniture if it is not readily available. Any furniture purchased by either school will remain the property of that school and should be marked accordingly.

General stationary will be provided by both schools with an annual allocation for the inclusion base. Essential teacher's supplies (eg. staple gun, large scissors, hole punch etc.) will be provided by Tor View. Paper, card and backing paper will be provided by Haslingden Primary School. Haslingden Primary School will allow access to resources to support teaching e.g. video, laminator, photocopies etc.

Haslingden Primary School will provide an interactive whiteboard and any necessary hardware. Both schools will supply appropriate software.

- **Staff Training**

Tor View is responsible for the training and development of all staff involved in the inclusion base. The SMT of the two schools commit to providing the circumstances necessary to plan joint training led by specialist teachers from Tor View.

- **Monitoring**

The monitoring of T&L is the responsibility of the Head of Primary at Tor View. However, prior to agreeing targets team leaders will discuss any issues with the Headteacher at Haslingden Primary School. Monitoring will occur at least every fortnight on Weds am. It is Tor View policy to give teacher's notice of monitoring and this is particularly important in the supportive development of NQTs. NQTs employed to support the Inclusion project will have non-contact set at an appropriate level to meet national directives. Targets will be set and evaluated by the Head of Primary in accordance with Tor View's policy on the induction of NQTs. Established teachers (i.e. those who have completed their NQT year) will be subject to Performance Management. Performance Management will be delivered in accordance with Tor View's Performance Management Policy. Teacher's may wish to discuss this

process with staff at Haslingden Primary School and may decide to share any targets relating to the inclusion group.

- **Line Management of staff**

The line management of Tor View staff remains the responsibility of Tor View's SMT this applies to all aspects of performance including absence.

The line management of Haslingden Primary School staff remains the responsibility of Haslingden Primary School's SMT this applies to all aspects of performance including absence.

Where either school has a concern relating to staff employed by the other school in the first instance it will be raised and addressed by the Haslingden Primary School SENCO and the Tor View Head of Primary.

- **Assessment Recording and Reporting (ARR)**

All pupils included in the morning inclusion link will have a 'Passport to Progress' (Tor View's in-house assessment resource. This resource is copyright to Tor View as it contains a number of published materials for which Tor View has a site licence. It must not be copied beyond the Inclusion Base) and this will be updated by the Tor View teacher/ base TAs. This will be the basis of the Key Skills & Care Plans that all pupils will have in addition to the Haslingden Primary School's IEP.

The first 2 weeks at the start of the academic year will have an assessment focus to enable base staff to complete the assessment package and refine their knowledge of the children in order to set priority targets. During this period TAs will manage group activities.

Tor View staff will support Haslingden Primary School in the preparation of Educational Advice for Annual/ ESAP Reviews. Tor View staff will not generally attend Annual Reviews for children on Haslingden Primary School's roll. However, if circumstances are such that their input would be pertinent to the Review e.g. if a special school placement was being suggested staff will make themselves available.

- **Cover arrangements**

Cover arrangements for teachers in the base will not be possible and therefore on days when the Tor View teacher is unavailable Tor View pupils will be taught at Tor View and SMT at Haslingden Primary school will make a decision about cover arrangements for their pupils.

Haslingden Primary School have indicated that they have sufficient flexibility within their staffing model to cover for absent TAs in the inclusion base. This will ensure that programmes are able to continue as normal. If it is not possible to cover the TA staff the Tor View teacher will be unable to

accommodate Haslingden pupils in the group. On these occasions Tor View pupils will either be taught at Tor View or in the inclusion base by the teacher in accordance with the wishes of the SMT at Haslingden Primary School.

- **Liaison between schools**

Primarily liaison will be managed by the Headteacher from Haslingden Primary School and Assistant Head Teacher, Head of Primary at Tor View.

There is an existing strong link and effective relationship between the admin teams of the 2 schools and they will continue to support the day to day liaison between the two schools. Haslingden Primary School now has a 'Duty Manager' system and all messages should be passed on to the 'Duty manager' to ensure that there is no confusion.

- **Study Support Activities**

Tor View has a strong study support element to the curriculum and this includes residential opportunities, whole school themed days and events and departmental themed events. Where appropriate and when accommodation permits pupils from Haslingden Primary School on the inclusion link will be offered the opportunity to be included in these events. However, there will be times when inclusion staff and Tor View pupils will remain at Tor View. One week's notice will normally be given to enable Haslingden Primary School to make alternative arrangements.

- **Classroom Management**

The management of the classroom and deployment of TA staff remains the responsibility of the Teacher or HLTA who is teaching the class. TAs are responsible for providing support to the teacher and pupils. Teachers must clarify their decision making to ensure that all staff have clear direction. Where a TA has a concern - for example in respect of work match, IEP targets or personality issues - these should initially be raised with the teacher in a professional manner. If these issues are not resolved they should be raised with the immediate line manager from the relevant school. SMT involvement should only be necessary if there is a breakdown in the line-management system.

- **PPA**

Where teachers work more than 0.6 of a timetable PPA time will be timetabled so that it can be taken in the afternoon. Teachers will be given at least DCSF minimum guideline amounts of PPA. Where teachers are employed 0.6 (i.e. solely for inclusion) their PPA will be timetabled during the morning session. In order to minimise the disruption of the class the teacher's PPA this year is timetabled on Tuesday mornings when the Tor View pupil swim. Tor View policy, in line with union advice, is that teachers are not required to plan activities for a group when they have their timetabled PPA. It

will therefore be the responsibility of Haslingden Primary School staff to decide on appropriate provision for their pupils at this time (i.e. Return to their base classes or TA3s to plan and deliver small group work).