

**LEARNING TOGETHER, ACHIEVING EXCELLENCE**



# **SEND DEPARTMENT TRANSITION BOOKLET**

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# WELCOME

## NEW STARTER & TRANSITION

Starting a new school can be a daunting prospect but please do not worry, we are all here to help you.

We have tried to put in as many frequently asked questions as possible, however, if you have anything specific you would like to ask, please feel free to get in touch with us at any time.

## WHAT IS THIS SEND BOOKLET?

Aside from keeping people informed, beautifully designed school booklets can also be these SEND booklets for you and your family.

Coming to secondary school is a really big change and something that is a massive part of your life. It is scary and we know that some things will scare you more than others, but that is okay.

This pack will hopefully help you to get to know your new school a lot more and also help you with some of your worries.

We have included some activities that might help you and you might want to do with your family.

## SEND APPROACH

Our approach is designed to best support the development of individuals by continually building and extending learning opportunities within the school.

The more we recognise and respond effectively to individuals needs, the greater the understanding and resources we have to offer everyone within the school.

At Millbay Academy we take great pride in how every child contributes to the school and that children with special educational needs or disabilities (SEND) are everyone's responsibility. Our work identifying and responding to vulnerability always starts with the child and seeks to include parents; we recognise parents and carers as the experts in their children's lives and actively seek to develop meaningful partnerships with all parents around their child's learning.

*We have a relentless drive for improvement, excellence and equality. We believe in an excellent education for all. Where children require more, we do whatever it takes to support them. Millbay Academy is a school where everybody matters and every moment counts.*

## Relationships - Routine - Regulation

# PRIMARY VISIT

## ADMISSIONS + ONLINE REGISTRATION PROCESS

Please check your emails, as our admissions team will be sending to each family with details and forms.

## PUPILS VISITS

Please contact the email address' below to arrange a visit, if one of the following applies to your child:

[sendadmin@millbayacademy.org](mailto:sendadmin@millbayacademy.org)

SEND Register: EHCP or SEND Support

[admissions@millbayacademy.org](mailto:admissions@millbayacademy.org)

Child Protection / Child in Need / Look After Child / Adopted / Refugee & Asylum Seeker / EAL / Health (IHCP)

## WHAT TO EXPECT ON A VISIT?

We will try to cover any questions and concerns that you may have and identify any aspects to support your child's learning and development. Our visits will include:

- 1:1 meeting with our SENCO
- Personal tour of our school during specific hours
- Personal tour of our Progress Support Hub and the facilities
- A discussion of our pathways offer

This will help us to get to know you and your child, and make any necessary adjustments.

# ENHANCED TRANSITIONS SESSIONS

If it is decided that your child requires an Enhanced Transition, we will be running the following sessions from 9:30 am to 11 am:

Millbay Academy/ High Street Primary

Wednesday  
24th April

Main Transition Day

4th July

Enhanced Transition Morning

Thursday  
27th June

Refresh tour/final meetings

26th to 29th  
August

# MEET THE **SEND TEAM**



**ALLISON COOPER-HALL**  
SENDCo

E: [acooper@millbayacademy.org](mailto:acooper@millbayacademy.org)  
T: 01752 221927 Ext: 312



**KATHLEEN CHANDLER**  
HLTA and Nurture Lead



**ELLIE DAY**  
Progress Support Hub Manager



**MARTIN ROGERS**  
HLTA



**SASHA BAMFORTH**  
SEN Teaching Assistant



**NATALIE SIM**  
SEN Administrator

# KEY PEOPLE AT MILLBAY



**JO WARE**

Executive Headteacher



**MATTHEW BISCO**

Senior Deputy Headteacher



**ANNA NORMAN**

Deputy Headteacher



**KIM UNDERDOWN**

Head of Transition and  
Pastoral Lead



**STACEY TONKIN**

Head of Key Stage 4



**KAT NOONE**

Head of Key Stage 4



**ALEX BOYCE**

Head of Key Stage 3



# OUR PATHWAYS:

## Progress Support Hub

Designed as a Hub for our SEND students, the Progress Support Hub is a space for our students to learn in a small group environment or to attend interventions, targeted numeracy or literacy intervention.

### POSITIVE START CLUB

8.10am – 8.30am Each morning in the Progress Support Hub.

This enables students to have a calm, positive start to their day. It's an opportunity for students to organise themselves, check equipment, complete homework or review timetables for the day/week. One of our Learning Support Team is on hand to help and guide students where they need it to have their best day ahead.

### BREAK AND LUNCH CLUB

For students who sometimes find the busier areas of the school or the canteen overwhelming we offer a calm space during breaks in the hub. This is an opportunity for students to eat lunch in a peaceful environment, play board games, chat quietly and prepare for the remainder of their day. Please note that attendance at the Club is by invitation only so that the SEND team can monitor numbers and ensure those that need a calmer space always have access to it.

### SEND SUPPORT:

Literacy and numeracy interventions -  
Lexonic, precision teaching, toe by toe  
and White Rose

ELSA/TIS/Emotional Logic

EAL interventions - Flash Academy

Zones of regulation (triage)

Speech and Language Therapist

Art/Music/Drama/Lego therapy

Independent learning -NBW

Exam support and revision



# OUR PATHWAYS:

## The Hive Nurture Pathway

The Nurture Pathway is tailored to the needs of students whose main barrier to learning is an aspect of Attachment disorder or are highly vulnerable or have adverse childhood experiences that have impacted their social, emotional and cognitive development. Students within this Pathway may have an additional barrier to learning; they may present as extremely vulnerable with extreme anxiety, Speech, Language and Communication needs, Autistic Spectrum Condition (ASC), Attention Deficit and Hyperactivity Disorder (ADHD).

### PATHWAY INTENT

To embed and promote positive student wellbeing, confidence, independence and communication skills. To follow a specialised 'Nurture' curriculum which places emphasis on personal development and access to suitable therapies.

### PATHWAY IMPACT

Positive wellbeing, confidence, independence, functional communication skills. A pathway to engage in and enhanced transition to QFT in our mainstream provision. An enhanced transition and assessment centre from year 6 to year 7.

### PATHWAY INTENT

Nurture Students within this pathway will be supported by at least 1 tutor and 1 teaching assistant. Specialist teachers can be deployed to support the curriculum if appropriate. This is an adapted curriculum tailored to meet individual needs. Personal Development will be embedded through each subject to ensure student's emotional needs are met. Students may attend lessons with other classes, as appropriate to allow them access to our universal offer. Referral to external agencies if appropriate.





# ZONES OF REGULATION



# MORE ZONES OF REGULATION



# TIMINGS

This is a timetable of our Secondary school day. You will have a range of different lessons but the times of the day do not change.

TIME	ITINERARY MONDAY - THURSDAY
8.00 - 8.20 am	Students arrival to school
8.30 - 9.00 am	P0 - Briefing and Tutor Time
9.00 - 10.00 am	P1
10.00 - 11.00 am	P2
11.00 - 11.20 pm	Break
11.20 - 12.20 pm	P3
12.20 - 1.20 pm	P4
1.20 - 2.00 pm	Lunch
2.00 - 3.00 pm	P5
3.00 - 3.15 pm	P6 - Tutor Time
3.15 - 4.15 pm	P7 - Extra-curricular and Y11 Additional Sessions
<b>Progress Support Hub offers P7 to Key Stage 4 EHCP and High-Level SEND Support students every Monday and Wednesday. Our P7 will be run by our SEND Support Staff.</b>	

TIME	ITINERARY - FRIDAY
8.00 - 8.20 am	Students arrival to school
8.30 - 9.00 am	P0 - Briefing and Tutor Time
9.00 - 10.00 am	P1
10.00 - 11.00 am	P2
11.00 - 11.40 pm	Extended Break Friday
11.40 - 12.40 pm	P3
12.40 - 1.40 pm	P4
1.40 - 2.00 pm	Learning Review - Tutor Time

# BREAK SPACES

SPACES
Large and Small Atrium
Playground
Theatre - Movies
Sports Hall
Lunch Time Clubs *Visit our school website for the full list
Progress Support Hub * PSH Lunch Time Pass only



# #Thinklikeacreative

## **MILLBAY ACADEMY**

The Red House,  
22 Millbay Rd, Millbay  
Plymouth PL1 3EG

01752 221927

[sendadmin@millbayacademy.org](mailto:sendadmin@millbayacademy.org)

[info@millbayacademy.org](mailto:info@millbayacademy.org)

[www.millbayacademy.org](http://www.millbayacademy.org)

<https://padlet.com/millbayacademy/senddepartment>