



Carleton Community High School  
A Specialist Science with Mathematics School

**PEOPLE WHO SUPPORT CHILDREN WITH SPECIAL EDUCATIONAL NEEDS/ DIFFICULTIES WITH LEARNING IN THIS SCHOOL**

<b>School Based Information</b>	<b>Staff</b>	<b>Summary of responsibilities</b>
Who are the best people to talk to at Carleton about my child's difficulties with learning/ Special Educational Needs (SEN)?	AEN Coordinator is Mrs K Morris who can be contacted on 01977 781555	Responsibility: Coordinating all the support for children with special educational needs (SEN) and developing the school's SEN Policy to make sure all children get a consistent, high quality response to meeting their needs in school. Ensuring that you are involved in supporting your child's learning and are kept informed about the support your child is getting Involved in reviewing how they are doing part of planning ahead for them. Liaising with all the other people who may be coming into school to help support your child's learning e.g. Educational Psychology etc. Updating the school's SEN register (a system for ensuring all the SEN needs of pupils in this school are known) and making sure that there are records of your child's progress and needs. Providing specialist support for teachers and support staff in the school so they can help your child (and other pupils with SEN in the school) achieve the best possible progress in school.
	Class Teachers	Responsible for: Checking on the progress of your child and identifying, planning and delivering quality teaching. Using Student Passports when planning for your child's lessons. Ensuring that the school's SEN

