

SEND & Inclusion Newsletter

26th May 2023

Volume 17



HILLINGDON
LONDON

Contents

- [1. Headlines & Deadlines](#)
- [2. SEND Advisory Service](#)
- [3. SEND Advisory Service: Early Years](#)
- [4. SEND Service](#)
- [5. Educational Psychology Service](#)
- [6. Training](#)
- [7. Resources for Schools and Parents](#)
- [8. Hillingdon PCF](#)
- [9. Past Newsletters](#)

Local Offer



Hillingdon Council would like to encourage every school and childcare setting in the borough to promote the Hillingdon Local Offer by including the link in the SEND section of their website: [SEND local offer - Hillingdon Council](#)

Families' Information Service would also like to attend your SEND coffee mornings/afternoons to speak to parents about the Local Offer. If you would like to invite a representative to your setting, please email fis@hillindon.gov.uk or get in touch with the Hillingdon PCF (Parent Carer Forum).

Families' Information Service would like to hear your thoughts about

Secondary Network Meeting

We would like to invite secondary settings to meet once a half term to provide an opportunity to network, build relationships and discuss key topics or challenges within your settings.

This would help the Local Authority to understand how best to support your settings and share information regarding current services on offer. To register your interest, please complete this form.

<https://forms.office.com/r/ikhiwDamaZ>



Updated Government Guidance

[Living safely with respiratory infections, including COVID-19](#) -
Updated 16th June 2022

[IPSEA News Updates-](#) March
2023

[Free period product scheme for schools and colleges extended](#) - 26th
November 2021

[Department of Education - Green Paper](#) - 2nd March
2023

[Keeping Children Safe in Education](#) - 1st September
2022

Early Identification Toolkit Training

The Early Identification Toolkit is now ready to be used. The recorded training and Toolkit itself will be sent out in a separate email for ease of use.

Any questions please email mhasnain@hillingdon.gov.uk



Dates for your Diary:

SENCO FORUM

Location to be advised

Early Years: 21st June 2023 – 9.30am – 11.30am

Schools: 21st June 2023 – 1.00pm-3.00pm

UNIVERSAL TRAINING

My support plan and referral training 19.06.2023
9:30am-11:30am CR4

SEND/ASD Sensory (combine mealtimes) 08.06.2023
10-1:00pm CR4

Capturing the voice of the C/YP 26.06.2023 10-1:00 pm
Virtual

Emotional wellbeing & self-care skills - Parent workshop,
Support and strategies 13.07.2023 10-1pm

Signalong 11.07.2023 10-12pm CR3a

Attention Hillingdon refresher 08.06.23 9.30-4.00pm CR3

Early Years ROIC 06.06.23 - 27.06.23 9.30-12.30pm

For more details on how to book on to training sessions please see the 2022/23 Training Brochure and training posters [within](#).

SEND Advisory Service

SAS Panel

SAS panel is held every Thursday 10am- 1pm, with the ESF requests being looked at first. Please allow more time in case we are running over. If you have signed up to attend a future panel we will email you to notify you of this.

Please see here for the list of 2022/23 panel dates and submission cut off dates: [SAS Panel Dates 2022](#)

There are still spaces for SENCOs and PVI settings to sign up to attend panel and contribute to the decision-making process. Please register your interest using this form:

[SAS Panel Registration of Interest](#)

SENCO FORUM

The next Schools SENCO Forum is being held on

Wednesday 21st June 2023:

From 1.00-3.00pm.

Please register using the following links:

[Schools SENCO Forum June Registration Form](#)

Registration will close at 12 on the Friday prior to the forum.

Here are the slides and information from the May Forum

[SENCO Forum slides](#)

Strategies Resource Bank

A guide of strategies and resources to support children and young people with SEN



[Early Years](#)



[Parents/Carers](#)

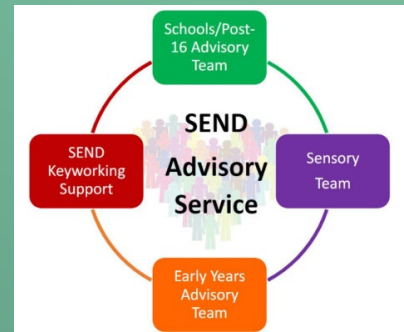


[Schools/Post-16](#)

SEND Local Offer

Hillingdon local offer provides information for children and young people with special educational needs and disabilities (SEND) and their parents/carers. It allows families to see what they can expect from a range of local agencies and how to access them.

[SEND local offer - Hillingdon Council](#)



IMPORTANT DOCUMENTS

Please CTRL, click and save a copy

MY SUPPORT PLAN

[MSP Guidance and Advice](#)

[MSP PDF Format](#)

[MSP Word Format](#)

[Full One Page Profile](#)

ESF

[ESF Guidance](#)

[ESF Application Form](#)

[ESF Resubmission Form](#)

[Ordinarily Available Provision Document](#)

Strategies Resource Bank

[Early Years](#)

[Schools/Post-16](#)

[Key working](#)

[Transition Handover Sheet](#)

[Whole School SEND – Summary of free CDP](#)

[Whole School SEND – Resources](#)

Referrals

The SAS referral form is no longer accepted. Please complete the referral through the Stronger Families Hub:

[Children Young People and Families Online Service \(hillingdon.gov.uk\)](#)

For more information about referrals and the Stronger Families Hub please see the [Stronger Families Flyer](#)

SEND Advisory Service (Continued)

Threshold of Support - Updated Easy Read Versions!

Please find the 'Threshold of Support' documents here. This provides a consistent approach to supporting the needs of the CYP across Hillingdon. We are currently compiling a toolkit (which is mentioned in these documents) which will be shared with you.

[HI 1:1 Threshold of Support for referrals](#)

[MSI 1:1 Threshold of Support for referrals](#)

[SAS Schools/Post 16 1:1 Threshold of Support](#)

[SEND Key Working 1:1 Threshold of support](#)

[VI 1:1 Threshold of Support for referrals](#)

[PVI Threshold of Support](#)

SAS Localities List

All successful applications for ESF will be assigned a SEND Advisory Service advisor who will provide support according to the Threshold of support.

Please see list of linked advisors below:

[SAS Localities](#)

SEND and Inclusion Funding for Educational Settings

The aim of this document is to provide you with an overview of funding available to support CYP with SEND. In order to ensure that your application meets the funding/funding routes available., it is advised that you read all guidance relating to funding available to your setting.

You can download a copy [here](#)



Key Working

Please find below updated information regarding the role of SAS Keyworkers.



[SAS Keyworker updated Newsletter.docx](#)

Transition from Primary to Secondary

A [guidance document](#) for school practitioners working within the London Borough Of Hillingdon

SAS Adviceline

The **Send Advisory Service** continues to offer support to parents of children and young people with SEND and the professionals that work with these families via an advice line. We can help with resources/activities or just general advice during these uncertain times.

Please print off and share with your parents and put a copy of the [SAS Advice Line Poster](#) in your staffroom.



SEND Advisory Service: Early Years



Early Years

The next Early Years Forum is being held on **Wednesday 21st June 2023 from 9.30am to 11.30am – location to be advised**

Please register using the following link: [Early Years Forum - June Registration Form](#)

Registration will close at 12 noon on the Friday prior to the forum.

Here are the slides and information from the March EY Forum

[SENCO Forum March 23 slides](#)

New Early Years SEND Advisor

We would like to welcome our new Early years SEND Advisor, Nicola Baker - nbaker@hillington.gov.uk

SEND Review

A SEND review is an evidence based, self-evaluative tool which looks at how your education setting provides for pupils or students with special educational needs and disabilities. Existing good practice is identified and the findings from SEND reviews can help improve SEND provision and strategy, so that learners are appropriately supported to achieve good outcomes. [Please sign up here for a SEND Review](#)

Childminders Information and support

If you require any information, support and training for any child you have concerns please contact the Early Years Inclusion Team.

Currently the person to contact directly is Sandy Atwal- Principal SEND Advisor email: SAtwal@hillington.gov.uk Work mobile: 07395246022

SAS threshold of support

Please find the Early Years 'Threshold of Support' document here. This provides a consistent approach to supporting the needs of the CYP across Hillingdon. We are currently compiling a toolkit (which is mentioned in these documents) which will be shared with you shortly: [EY/PVIs 1:1 Threshold of Support for referrals](#)

Changes to EYIF 2022/2023

- ❖ EYIF applications can be submitted throughout the year.
- ❖ EYIF panel will be held monthly.
- ❖ EYIF consent form to include consent for EYIF only or EYIF plus EY Advisor.
- ❖ EYIF to be given for a year rather than a term.
- ❖ All EYIF applications will be given a flat rate x hours of attendance per week x 39 weeks.
- ❖ All settings who have children on EYIF must engage in setting review meetings to monitor progress. EYIF impact form to be completed at the end of the funding.

Apply now for Early Years Inclusion Funding!

The EYIF Guidance has been updated to reflect changes to the process for applying for EYIF and how funding will be provided.

The EYIF process and procedure was reviewed with Early Years Settings through a working group and consultation was held through an Information Session.

EYIF can now be applied for monthly and parental consent can be provided for an EY advisor to be allocated to support the setting.

Please see the attached link below for panel dates and deadline for submissions.

[Please click here to view guidance](#)

To apply for EYIF please click here <https://forms.office.com/r/wa6PH9sjvC>

[Panel Dates and Submission Deadlines](#)

SEND Service

Annual Review Reports

Please ensure that all annual review meetings take place and that the outcomes include transition to the next key stage of education and Planning for Adulthood for students from Year 9.

Please note that Annual Review Reports should now be sent to the dedicated email:

senannualreviews@hillingdon.gov.uk

EHC Assessments

Please remember to **send EHC Needs Assessment requests** electronically to:

Please use Stronger Families Hub to request a statutory assessment. (sendadmin@hillingdon.gov.uk) has been deactivated and **not to sasinclusion@hillingdon.gov.uk**

Please attach the EHC needs assessment application template from: Information for SEND professionals - Hillingdon Council referring through: <https://www.hillingdon.gov.uk/stronger-families>.

Please note that the form is being redesigned therefore for EHCNA you do not need to fill in all the information related to social care questions if you feel it's not relevant, however please ensure you attach the EHCNA request form and all evidence related to the request (including costed provision map and relevant reports).

If you are a parent/ Young Person or supporting a family and would like to make a referral, please contact: Email: strongerfamilieshub@hillingdon.gov.uk Phone: 01895 556 006.

Please note that we will accept an email from a parent as consent to carry out an assessment and to share information with other services if they are unable to



SEND Statutory Service Updates

Consultations – Please ensure you are completing consultations and returning within the 15 days. A gentle reminder these are shared with parents, and you must consider all reasonable adjustments and support to make a placement successful rather than a refusal. Parental preference is a high threshold.

SEND Panel

To attend SEND panel (every Wednesday 1pm virtually) please book a place via email: echallis@hillingdon.gov.uk

Staff changes - Please note that we have new interim officers covering vacancies until permanent roles are fulfilled. Please see **SEND caseload school allocation**.

SEND Team Managers:

Please note that the Primary Team has a new manager Primary Team (until Year 8) Danielle Roberts droberts2@hillingdon.gov.uk

Secondary Team (from Year 9)

Sonal Sisodia ssisodia@hillingdon.gov.uk

Highlight on placements

We understand there are some pupils who may require a specialist placement attending your setting – and due to the national shortage, one is not available. We consult a range of settings, in and out of borough, independent and maintained but we need to ensure whatever placement is sought is an efficient use of resource. Please continue to advise families to contact SENDIAS for impartial support.

SEND caseload school allocation.

For SEND Team contact details please [click here](#)

SEND Placement Consultation

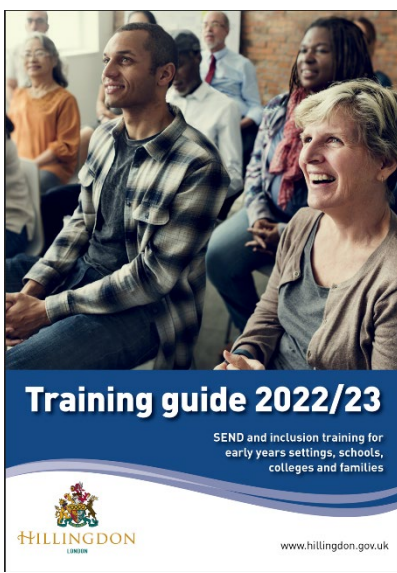
SEND Tribunals

If you are involved in SEND Tribunal proceeding, please note that it is in the school's best interest to attend the hearing as a witness for LA or parent/carer in order to avoid being ordered by Tribunal to attend on the day of the hearing. This is causing delays and further challenges in cases. If you have any queries, please liaise with your allocated SEND Officer and/or you can contact us on sentribunals@hillingdon.gov.uk.

Training Offer 2022/23

Please see our 2022-2023 [brochure](#) to book onto universal training now!

Registration for targeted training has now closed.



SEND and Inclusion Targeted Training Offer 2023-2024

The SEND Advisory Service are offering settings the opportunity to register their interest for 1 in house training session. Please see the attached brochure to see courses on offer and how to book on.

[Targeted Training Brochure](#)

Bookings MUST be made by Friday 30th June 2023.

Please click [here](#) to book a targeted training session or scan the QR Code

Spotlight Trainings

Please click under the flyer and 'open' or go through the brochure to sign up!

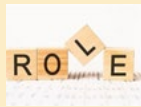
Role of The Inclusion Co-Ordinator (Last remaining spaces!)

Course Description

The essential training for Early Years Inclusion Coordinators working in pre school settings only. This training has been updated to reflect the new Send Advisory Service and covers current guidance to applying for referrals and funding. This training takes place over four sessions and participants are required to attend all 4

Course date, time and location

Civic 9.30-12.30pm
06.06.23 13.06.23 20.06.23 27.06.23



[Please click here to sign up](#)

Learning through Lego



This course will provide delegates with an understanding of the benefits of Lego Therapy, make sure they feel confident in identifying the children who may benefit from this intervention and to have a greater understanding of how to set up and run these interventions

Course date, time and location

16.06.23 1-2.30pm
Virtual

[Please click here to sign up](#)

Signalong workshops for parents



Course Description

'Signalong is a sign supported communication system for children with additional needs to support them in developing their speaking and understanding. These workshops are designed both for beginners and experienced signers.

Course date, time and location

Courses will last 2 hours and take place in the civic centre Committee Room 3.

Time: 10.00am - 12.00pm

Venue: Civic Centre Committee Room 3

Date: 21st March 2023

Date: 11th July 2023

Sign up for March Training [here](#)

SEND Advisory Service Autism Parenting Support Programme



Parenting support programmes are available to parents who have children aged between 2 and 18 years who have a diagnosis of autism spectrum disorder or social communication difficulties. In order to access the relevant course, you must be a London Borough of Hillingdon resident.

More information and sign up [here](#)



Language Carousel Training

FREE TRAINING

What sessions can I choose from?

Session 1: What is Speech and Language? Define Speech, Language and Communication

Session 2: Play and Social Communication Explore what is social communication? Get an overview of the types of strategies and activities that can support children. Know where you can find further information for support

Session 3: Stammering Find out more about children's stammering, strategies and activities that can support the child within the setting and signposting to further information, resources, and services

Session 4: Speech Sounds To learn about typical pattern about speech sound development, types of speech sound difficulties, speech sounds therapy activities that you can do within your setting and types of speech sound assessment and signposting to further information

Session 5: Using Language Find out how language develops in children, overview of what you can do to support the child's language development through: strategies and activities



Free Resources and PowerPoints

Training created with Speech and Language Therapists

Free, delivered virtually for ease of access

Certificate of attendance upon completion

Attention Hillingdon 1 day Refresher (Limited Spaces!)

Course Description

1 day refresher for those of you that have previously attended the original 2 day course.

This 1 day course aims to boost confidence and empower delegates to incorporate their own ideas into the lesson plan, effectively monitor and record pupil progress and understand what is required to become a Champion setting.

Course date, time and location

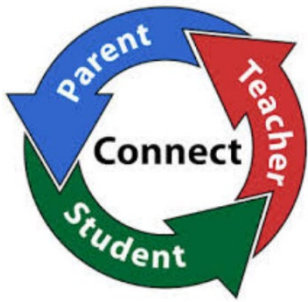
Date: 8/6/23

Time: 09.30-16.00

Where: Committee Room 3
Civic Centre

[Sign up](#)

Resources for Schools and Parents



Widgit have shared that settings are eligible for a discount when they quote our Widgit Centre code 'WC59'. This will give a 10% discount on both Widgit Online (WO) and InPrint 3 (IP3) the discount on annual renewals is 10% (for plans Class or above (WO) and Standard or above (IP3)).

Investment in Internships

The Department for Education (DfE) has announced the Internships Work consortium and the British Association of Supported Employment (BASE) as the chosen delivery partners for an £18 million investment in the Supported Internships programme.

The new Internships Work programme will deliver on a commitment set out in the [SEND and AP green paper](#).

The Internships Work programme includes the National Development Team for Inclusion (NDTi), BASE, and DFN Project SEARCH. It will work closely with local authorities to double the number of supported internships by 2025, engaging with employers and young people to level up the quality of Supported Internships across the programme.

You can read more about [Internships Work](#) and [BASE](#) by visiting their websites.

nasen - The National Association for Special Educational Needs

Teacher Handbook launched to support schools to embed inclusive practice

Published this week is a DfE funded resource for schools to support inclusive practice in mainstream settings. The National Association for Special Educational Needs, nasen, leads the Whole School SEND programme. This is the latest in a series of resources developed with schools to support primary, secondary and specialist teachers, teaching assistants, senior leaders and headteachers who work with children and young people with SEND and learning differences.

The Handbook, created with input from a leading steering group, members of the [Whole School SEND](#) consortium, and Merton Special Training Association, offers whole-school and whole-class approaches to SEND provision, as well as subject-specific and condition-specific guidance.

Teacher Handbook: SEND – Embedding inclusive practice is available as a free download. The Handbook has been developed to support primary, secondary and specialist teachers, teaching assistants, senior leaders and headteachers who work with children and young people with SEND and learning differences.

[More](#)

SEND Family Support Groups and Clubs

The SEND Family Support Summer Funday is taking place on 02/07/23 from 1pm – 4pm at Oak Wood School – please see [this flyer](#) for more information.

Here are flyers for the regular clubs and groups:

[Activity Clubs](#) [Parents Groups](#) [Saturday Groups](#)

Training

The Parenting Apart Programme

The programme offers a supportive environment in which parents can communicate forming a respectful parent working relationship.

[Click here for more information](#)

The Children's Integrated Therapy Service (CITS) offer online training sessions for professionals and setting staff over two fortnight periods per year. These are currently held in May and November.

Where possible recordings are made of training sessions, and you can find these through the link below

Training: [Click here for more information](#)

Referring: [Click here for more information](#)

Hillingdon PCF



Hillingdon Parent Carers Forum

- We exist to **harvest the voice** of parents/carers in the London Borough of Hillingdon, to help shape the services accessed by our SEND children and young people aged 0 to 25, by way of **co-production**.
- **Participation** from parents/carers makes a difference, and brings about change using first hand experiences
- The forum enables parents/carers to shape, design, develop, implement, and review services in **partnership** with Hillingdon.
- Please encourage your parents/carers to get involved
Email: HillingdonPCF@gmail.com Website: HillingdonPCF.com

THANK YOU

Please use this link to see all the latest information from the Hillingdon PCF

PCF DOCUMENT



Hillingdon SENDIASS provides impartial, high quality and relevant information, advice and support for parents/carers of children with SEND and young people. The service empowers them to play an active and informed role in the educational journey of their child or young person to ensure the best possible outcomes. The Service only accepts referrals from parents/carers and young people over the age of sixteen.

Anyone wishing to contact us should call on 01895 277001 or email us at sendiass@hillingsdon.gov.uk. More information is available at www.hillingdonsendiass.co.uk

LOCAL AREA SEND INSPECTION

“Good reads”

Framework

A new approach...



Hillingdon Talks, Moves, Plays – Children's Integrated Therapy Service (CITS)

In 2019, CNWL launched Hillingdon Talks, Moves, Plays, the Children's Integrated Therapy Service (CITS). Including a team of specialised therapists, technicians and administrators, the service work together with children and young people aged 0 to 19, their families and settings by offering assessment, training and advice.

[Click here for more information](#)

[Leaflet](#)

[Poster](#)

Premature CYP in nursery and schools

The impact of prematurity in child development within settings can have a significant impact on child development and learning. The Nottingham link is for a free course, for staff, on understanding the impact of prematurity which will affect approximately 1 in 10. Bliss is the national prematurity charity, which provides support and advice for parents.

[Link for training](#)



HILLINGDON CHILDREN'S INTEGRATED THERAPY SERVICE Training

The Children's Integrated Therapy Services (CITS) are running zoom training workshops for education and early years staff once a week for 10 weeks.

Please use this link to find out more information [CITS Training Workshops](#)

Please visit the **Children's Integrated Therapy Service** website www.cnwl.nhs.uk/children-integrated-therapy-service for information about the service. This includes strategies and resources for parents and professionals as well as links to other useful websites.



Colham Manor Children's Centres have launched its new Autism Parent Support Group (used to be called Friends of Early Birds). This group is run by parents, for parents and runs on the third Friday of the month.

Please find attached the poster with further details. This is currently a drop-in, with no need to book.

Please share with any families you are working with that may find this group helpful.

If you have any questions, please contact Laura Healy, Centre Manager lhealy@hillingdon.gov.uk

www.hillingdon.gov.uk/childrenscentres



Home-Start Hillingdon are Recruiting!

Home-Start Hillingdon are recruiting for a new Co-ordinator after successfully applying for funding for this 3-year role!

We're particularly keen to hear from people from diverse backgrounds.

Please use this link to view further details: [Home Start Co-ordinator](#)

306 Long Lane, Hillingdon, UB10 9PE

T: 01895 252804

M: 07928 450693

E: clare@homestart-hillingdon.org.uk

W: www.homestart-hillingdon.org.uk

Follow us on Social Media:

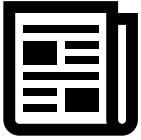
www.facebook.com/homestarthillingdon

www.instagram.com/homestarthillingdon

www.twitter.com/HS_Hillingdon

Useful Contacts

- **Admissions** - admissions@hillingsdon.gov.uk or by telephone: 01895 558670.
- **CLA support** - Virtual School virtualschooladmin@jhillingdon.gov.uk
- **Early Intervention and Prevention Key Work Service** (incl. behaviour/exclusion) - Earlyinterventionaccess@hillingsdon.gov.uk or by telephone: 01895 250858
- **Early Years Advisory Teacher Team** - earlyyears@hillingsdon.gov.uk or by telephone: 01895 277358
- **Education Psychology** - educationalpsychologyservice@hillingsdon.gov.uk or by telephone: 01895 250027
- **Education Improvement Team** - education@hillingsdon.gov.uk
- **Elective Home Education** - admissions@hillingsdon.gov.uk or by telephone: 01895 558670
- **Finance** - schoolfinancereturns@hillingsdon.gov.uk or by telephone: 01895 277687
- **Health and Safety general enquires** - healthandsafetyadvisory@hillingsdon.gov.uk or by telephone: 01895 250866
- **Insurance Team** - insuranceteam@hillingsdon.gov.uk or by telephone: 01895 556131
- **Learning & Development Support Team** - learninganddevelopment@hillingsdon.gov.uk or by telephone: 01895 277692
- **Participation Key Work Team** (school attendance, exclusions, children missing education, child performance licensing and work permits, post 16 participation), - participationteam@hillingsdon.gov.uk or by telephone: 01895 250858.
- **Safeguarding** - Deputy (LADO) Hannah Ives, hives@hillingsdon.gov.uk
- **School Buildings Programme Co-ordinator** - capitalprogrammeteam@hillingsdon.gov.uk or by telephone: 01895 556097
- **SEND Advisory Service**
sasinclusion@hillingsdon.gov.uk
saskeywork@hillingsdon.gov.uk
sassensory@hillingsdon.gov.uk
- **Special Educational Needs Team** - strongerfamilies@hillingsdon.gov.uk
- **Special Educational Needs Information Advice and Support Service (SENDIASS)** (for parents/ carers and young people - access to this service is via self-referral from parents/carers or young people) - sendiass@hillingsdon.gov.uk or by telephone: 01895 277001



PAST NEWSLETTERS

IF YOU ARE UNABLE TO FIND SOME OF THE OLDER DOCUMENTS IN THIS VOLUME OR HAVEN'T READ YET;

PLEASE CLICK ON THE PREVIOUS NEWSLETTERS:

[January 2021 Newsletter](#)

[01 March 2021 Newsletter](#)

[31 March 2021 Newsletter](#)

[April 2021 Newsletter](#)

[May 2021 Newsletter](#)

[July 2021 Newsletter](#)

[September 2021 Newsletter](#)

[October 2021 Newsletter](#)

[November 2021 Newsletter](#)

[December 2021 Newsletter](#)

[January 2022 Newsletter](#)

[February 2022 Newsletter](#)

[March 2022 Newsletter](#)

[May 2022 Newsletter](#)

[September 2022 Newsletter](#)

[November 2022 Newsletter](#)

[January 2023 Newsletter](#)

[March 2023 Newsletter](#)