



SPECIAL NEEDS POLICY **(Senior School)**

(This policy is available on the school website or on request)

1. The Head of Learning Enhancement (HLE) co-ordinates work in this area.
2. The names of those pupils who enter the school with a report from a suitably qualified professional outlining special needs will be placed on a Learning Support register maintained by the HLE and regularly updated on the staff shared area of the school network.
3. By careful monitoring of the results of MidYIS tests, reading age tests and entrance examination tests, teaching observations, the Director of Studies, Deputy Head (Pastoral) and HLE will identify other boys who may have special needs. Appropriate support will be put in place. Should the needs of a boy necessitate further testing, parents will be notified.
4. Boys on the list will be offered help in one or more of the following forms:
 - Sessions at lunch times organised by the HLE and subject teachers
 - In class support for certain lessons given by the HLE
 - Differentiation of class materials
 - After-school drop in opportunities with the HLE
 - Access to software assisting with word processing
 - Opportunity to use a word processor to present work or take notes (laptops used in school must be purchased and maintained by parents and no responsibility is taken by the school for loss or damage)

In addition the HLE will formulate an Individual Education Plan (IEP) for those boys whose needs fall beyond that of the regular classroom.

5. Access arrangements such as 25% extra time for the entrance examination and in all external examinations will be allowed for boys who have been assessed by a qualified professional and who have documentation to attest to this. In internal examinations an additional 25% extra time will also be allowed. The HLE is qualified to test boys for access arrangements and produce reports for the awarding bodies.
6. It is incumbent on all teaching staff to avoid disadvantaging boys with special needs any way. They should know which boys are on the Learning Support register and should be aware of the advice given by the HLE. For this purpose the HLE disseminates advice, publishes suitable resources and files on the staff shared area of the school network, addresses new or training staff, talks with individual members of staff and addresses staff meetings from time to time.

7. While parents are welcome to seek professional educational assessment beyond that offered by the school, it must be noted that the recommendations in such reports are not always appropriate or possible to implement within a selective schooling environment and QEH reserves the right not to implement recommendations deemed unreasonable.

Reviewed
03/11