



THE
ROYAL SUTTON
SCHOOL

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Headteacher: Mrs N Gould

Dear Parents and Carers

My name is Charlotte Jordan, and I am Head of Inclusion and SENDCO. I am fully committed to working with our young people and families to help gain access to professional services and provide support for those referred to our Inclusion and SEN Team.

Exciting Times Ahead!

Our Headteacher, Mrs. Gould, has expanded our team to offer a wider range of services starting this September. To support this, we've enhanced our facilities and increased our access to professional services. Please learn more about some of the plans we have in place for the new school year at the end of this letter.

Key Dates for your diary

Monday 9 September	Meet the Professionals: Speech and Language Therapists & the Communication and Autism Team – 4:30–5:30pm
Monday 16 September	Parent Clinic (appointment only)
Monday 30 September	Parent social, coffee morning – 9:30- 11:00am
Tuesday 8 October	SEN Information Report, Parent consultation 9:30 -11:00am, with Gareth Fowler Pupil and School Support Service
Thursday 17 October w/c 7 October	Year 7 Parents' Evening, appointments available with SEN and Inclusion Team Student Activities Week (SEN and Inclusion)

Meet the Professionals Evenings

Throughout the year, we'll be hosting "Meet the Professionals" evenings where you can connect with the various specialists we work with. During these events, you'll hear an introductory talk from a specialist and have the chance to ask questions. Members of our SEN & Inclusion Team will also be available for any general queries you may have.

Parent Clinics

We're introducing Parent Clinics this year, scheduled at various times to help answer any questions and review the support your child is receiving in school. These appointments will be led by the SEN and Inclusion Team, and we may invite subject specialists and Pastoral staff where relevant. You'll be able to book these appointments through School Cloud, further information will follow separately.

Parent Social Events

We understand that parenting can be challenging, especially for those with children who have SEN and/or additional needs. That's why we're inviting you to join us for various social events throughout the year. These gatherings will give us the chance to share information, gather your views, provide workshops, and enjoy some time together as a community.

SEN and Inclusion - Student Activities Week

We have planned a variety of activities throughout the year for students on our SEN and Inclusion registers. These events will take place both on and off-site, and all activities are subsidised by the Developing Local Provision funding from Birmingham City Council. We're also involving a committee of students to help plan these events, ensuring they choose activities they'll enjoy. We'll keep you informed about their decisions and make sure any off-site visits are affordable.



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If you have any questions or need more information about any of these events, please contact us. We're excited to work with you and your child this year!

Yours faithfully

Ms Charlotte Jordan
Head of Inclusion and SENDCO

SEN and Inclusion Team Key Information

Meet the SEN and Inclusion Team

Post holders

Ms C Jordan	Head of Inclusion and SENDCO Strategic Lead for students with barriers to school attendance DSL trained and Senior Mental Health Co-Lead
Mrs G Gilbert	Assistant SENDCO and Strategic Lead for Learning Support Access Arrangements Co-Ordinator
Mrs S Allen	Inclusion Manager Strategic Lead for Autism and ADHD
Miss K Holland	Strategic Lead for Social Emotional and Mental Health Senior Mental Health Co-Lead
Mrs K Bye	Year 7 Teaching Assistant and Data and Progress Coordinator
Mr L Charles	Year 7 Mentor (Evolve Mentoring Services)
Mrs V Nicholas	Year 8 Teaching Assistant and SEMH Coordinator
Mrs F Hounslow	Year 8 Teaching Assistant and Exams Coordinator
Mrs C Crowther	Year 9 Teaching Assistant and Speech and Language Coordinator
Miss H Marwick	Key Stage 3 Intervention and Support Tutor
Mrs J Haymes	Year 10 Teaching Assistant and Year 6 Transition Coordinator
Mr A Richards	Year 11 Teaching Assistant and Digital Assistive Technology Coordinator
Mrs L Clark	Year 7-11 Teaching Assistant and English as an Additional Language Coordinator
Mrs A Stark	Year 7-11 Mentor and Hub Coordinator
Mr E Warner	Year 7-11 Mentor and Wellness Coordinator

SEN and Inclusion Identification of Needs

We are committed to supporting every child with identified needs, providing both in-school support and professional assistance whenever available.

Referrals to NHS Services

Neurodevelopmental Pathway

If your child is being assessed for autism or ADHD, please be aware that the process in Birmingham currently takes 3-5 years. Additionally, referrals for autism assessments require at least 6 months of documented in-school interventions before they can be accepted.

Forward Thinking Birmingham

This organisation provides mental health services, with an average wait time of 18 months for an appointment.

Professional Services

We collaborate with professional teams to support your child after a diagnosis. However, each service has strict eligibility criteria, which can lead to extended waiting periods. Due to high demand, some professionals are only able to work with students after a formal diagnosis.

Each year, we are allocated set hours for each of our professional support services. These professionals provide specialist assessments, diagnoses, and interventions for students who meet their criteria. Parental consent is required for us to engage with these professional teams.

Once consent is given, a member of our team will make the necessary referral. Students are then placed on a waiting list, with appointment times ranging from 3 to 9 months, depending on the service. Please note that

our Educational Psychologist hours are very limited, allowing us to process only 6-8 referrals per year (March-February cycle).

Following an appointment, the professionals will provide reports and set targets, which we include in your child's Student Learning Plan. In addition to working directly with students, these professionals also offer staff training, expert consultations, and guidance for families.

At The Royal Sutton School (TRSS), we work with the following Professional Services:

- Birmingham School Health Support Service: Northeast School Nurse Team
- City of Birmingham Schools Behaviour Support Team (COBS)
- Communication and Autism Team (CAT)
- Compass North Birmingham Mental Health Support Team
- Forward Thinking Birmingham
- Occupational Therapy (OT)
- Physical Disability Service (PDS)
- Pupil and School Support (PSS)
- Sensory Support Service (SSS)
- West Midlands and NHS Speech and Language Therapists (SALT)

Private Professional Services

For some families, the lengthy wait times may not be feasible. In such cases, we can recommend private services, though it's important to note that these can be costly, and not all private reports are accepted for Education, Health, and Care Plan (EHCP) requests or access arrangements. Here are some pricing guidelines:

- Educational Psychologist assessments: £900 for individual assessments, up to £1,500 for full reports
- Occupational Therapist reports from £845
- Autism assessments from £2,150
- ADHD assessments from £1,800
- Dyslexia assessment from £650

Our Provision and Facilities

We are excited to share that we've expanded our school facilities to provide even more support for our students throughout the day. Your child can access these spaces with a pass, through a scheduled session, or with the help of the Pastoral or Curriculum Teams.

The Hub: located on the ground floor behind the school hall, this space offers support for social and communication interaction differences, emotional wellbeing, and mentoring.

EAL and Thrive Rooms: these rooms, located on the first floor next to the Art rooms (93 and 94), provide interventions and resources to help students access the curriculum more effectively.

Wellbeing Room: opening after October half-term in the former medical room, this quiet space will offer students a place to self-regulate away from the busy classroom environment.

Fitness Suite and Library: these areas are used to offer a bespoke curriculum and targeted small group interventions.

Online Learning Spaces: we also book classrooms specifically for delivering online learning, support with homework and specialised intervention programmes.

Passports and Learning Plans

To support your child in accessing their subjects effectively, we will be providing Passports and, where appropriate, Learning Plans. These documents are reviewed annually with parents, either during Parent Consultation Evening or in a meeting with a member of our team. Your child's most up-to-date Passport

and/or Learning Plan will be issued in September. These documents highlight your child's unique strengths, challenges, and needs.

We kindly ask that you review these documents with your child and provide any feedback before we share them with their class teachers.

Getting in Touch

If you are concerned about your child's learning, progress and/or development, we want to hear from you so we can help!

We have a dedicated email address SEND@jws.bham.sch.uk which you can contact 24/7 to request a call back or book a meeting. During the school day we are in classrooms or delivering interventions, so it is not always possible to take phone calls, therefore the email service is the most proficient and best way of contacting us. We aim to reply within 72 hours and will process your request in an orderly queue. We may ask you to complete forms to get support from the right Professional Team.

We highly value your insights and are here to listen, support, and collaborate with you throughout your child's time with us.

Should you have any questions or require further assistance, please do not hesitate to contact us.