

# Beacon Hill School



## Learning Support Class

Parent Information Book

## How Do I Apply For A Place In The Learning Support Class (LSC)?

- If you think (or have been advised) that your child requires a place in a LSC we need to complete a Special Needs Assessment on your child.
- The first thing you should do is contact either the Head of Special Educational Needs at Beacon Hill School, or ESF's Special Educational Needs Advisor

Please visit ESF's website at [www.esf.edu.hk](http://www.esf.edu.hk)

Click on "Our Schools" link, and then "Special Educational Needs."

You will find information regarding ESF's SEN provision and downloadable application forms.

- A visit to the Learning Support Class at this early stage is recommended. Contact the Head of Special Educational Needs who will arrange this.
- You will be given a Special Educational Needs application form. You should fill this in attaching any recent relevant reports and send to ESF Educational Development Centre - address on application form.
- Once this application is received it is date stamped (if there is a waiting list we offer places on first come basis) and passed to the ESF SEN Advisor who will then contact you when there is a likelihood of a place becoming available in the LSC. The ESF SEN Advisor will arrange for an assessment to be carried out, usually at your child's current educational setting.
- You will be asked to provide a recent Educational Psychologists report on your child.
- An assessment report is then presented at the Admission and Review Panel (ARP). The ARP will then make a recommendation as to the placement of your child. The recommendations can be:
  - 1) Placement in ESF's Special School "The Jockey Club Sarah Roe"
  - 2) Placement in a mainstream ESF school.
  - 3) Placement in one of the Learning Support Departments within ESF.
  - 4) ESF is unable to meet the needs of your child.

*The final decision on all placements rests with the Principal of the receiving school.*

- The ESF SEN Advisor will inform you when your child's name will come before the Admission and Review Panel. You will be informed in writing as to the ARP decision.



## What Happens Once I Have Been Informed My Child Has A Place In The Learning Support Class?

- The letter from the ARP will inform you if your child is to be considered for immediate placement, or more likely, placed on a waiting list.
- Once the placement decision has been made the SEN Advisor now ceases to be the person dealing with your child's admission and this responsibility is passed on to (in the case of Beacon Hill School) the Head of Special Educational Needs who is now your main point of contact.

## What Happens During This Induction Process?

- 1) You will probably have visited the LSC at an earlier stage in your child's application. Depending on how long ago this was we may like to meet with you again.
- 2) This first meeting will ideally involve both parents, the Learning Support teacher who will be teaching your child and the Head of Special Educational Needs. At this meeting we will answer your questions, describe school routine and arrange dates for subsequent visits.

Following this meeting there will be a series of visits: -

- 3) LS teacher visits your child in their current educational setting, usually Kindergarten/ Watchdog etc.
- 4) Child then visits LSC with parents.
- 5) Child spends some time in the LSC with LSC staff and without parents being present.

This is the basic structure of our induction program and it can be tailored to meet the needs of all those involved. During this whole process we are assessing and getting to know your child and this will inform us of how well they will manage the challenges of a LS placement.

Finally you will be given a starting date for your child to commence his/her education at Beacon Hill School.



# Frequently Asked Questions

## **How much time will my child spend in the mainstream class?**

This is the most common question and requires some explanation. When your child comes to Beacon Hill School s/he will be registered with a regular/mainstream class and the LSC. Your child will experience two approaches to teaching and learning within Beacon Hill School.

- a) In a mainstream class being taught by a mainstream teacher and being supported by LS staff.
- b) From time to time children participate in withdrawal lessons taught by a LS teacher or LS Education Assistant (EA).

The balance of the provision is determined by your child's social and academic skills.

In the first term your child's LS and mainstream teachers will meet with you. From this meeting they will draw up an Individual Education Programme (IEP) and you are sent a copy. Each child within the LSC has his/her own IEP, which evolves and changes as the school year progresses.

## **What will my child's timetable look like?**

While all children have different needs, we try to include your child as much as possible in regular classroom activities and learning experiences.

## **Does the LSC have a special teaching and learning philosophy for children with learning difficulties?**

Beacon Hill School Learning Support Class does have an Educational Policy statement. However, this lengthy document can be encapsulated in the following points

Our aims are:

- to ensure that all students have as full an access to the English Schools Foundation's entitlement curriculum as possible.
- to promote inclusive education where students access the maximum degree of integration as possible.
- to promote student independence.
- to ensure that students fulfill their potential, both socially and academically.

When your child comes to Beacon Hill School we enter a partnership where parents and teachers work together so your child can achieve his/her full potential.

## **Will my child have an Individual Educational Program (IEP)?**

Yes. Your child's IEP will focus on both social skills and academic targets. However, a lot of your child's academic targets will be linked with his/her mainstream class.

## **What is the staffing in the LSC?**

There are a maximum of twenty-one students on the LSC register. The LSC has three teachers and three full time Education Assistants.

## **How can I help my child prepare for Beacon Hill School?**

There are many ways to help your child and most can be put under the heading of *"promote independent self help skills"*.

In particular can your child.....

- Open school bag?
- Remove snack box from school bag?
- Open snack box?
- Eat properly?
- Wipe mouth with napkin/tissue?
- Wipe hands with napkin/tissue?
- Close snack box?
- Put snack box into school bag?
- Close school bag?
- Do all of the above with lunch box?
- Use the toilet independently?
- Wash hands with liquid soap?
- Dry hands?
- Take off and put on school coat?
- Hang coat on peg?
- Identify what is in their school bag?

At home you can promote independence by having your child tidy up toys after use, keep their bedroom tidy, eat using fork/spoon/chop sticks (not adult fed), wash and dry hands, clean their teeth by themselves. LS teachers are available to help draw up a program if necessary

## **Can I help in Beacon Hill or the LSC?**

Parents are very welcome at Beacon Hill School. We have a lot of volunteer parent and helpers who carry out a range of jobs such as photocopying, laminating, assisting with the perceptual motor program etc. If you are interested please talk to one of the LSC teachers.

The LSC has also got a parental support group, which meets regularly and discusses issues relating to the LSC. You automatically become a member of this group when your child joins Beacon Hill School.

### **How does my child get to school?**

For at least the first two weeks we like new students to be accompanied to and from school by a parent / helper. There are two reasons for this. Firstly, there is often a lot of communication between school and home in the first few weeks so it is a good opportunity to find out how your child has done at school and if s/he had experienced any difficulties. Secondly, it helps your child settle into school more easily when a familiar face is involved in his/her journey to/from school.

After this initial settling in period some parents wish to send their child to school by one of the many school buses that service Beacon Hill School. Note that this is a SEPARATE service and additional charges are involved. Also note that while some buses have a "bus mum" many independent services do not have a supervising adult in the bus. The LS teacher will be pleased to advise you on bus routes etc. but it should be noted that the school is not responsible/liable for the care of your child on these buses.

### **What happens when I want to speak to or contact my child's teacher?**

Communication between home and school is vital. You and the LS teacher will agree on a form that suits you both. Currently most communication is via home / school diary but more parents now prefer email. Whatever form of communication you chose to use, it is essential that regular contact take place between home and school. If you feel you need to talk to a teacher in person we have found that the most mutually suitable time for such meetings is either immediately before or after school.

### **Do you have parent evenings?**

In addition to ongoing dialogue we have one year group meeting, two formal parents meetings and one Annual Review meeting in each academic year.

*Year Group meeting* -Early in term one we have a year group meeting where teachers inform you of what the teaching and learning arrangements are for the coming year and the role you can play. These are information and general discussion meetings and NOT individual consultations.

*Parents' Consultations* - These occur throughout the year. You will have the opportunity of individual consultations with your child's class teacher and LS teacher.

*IEP Meetings* - In addition to the meetings organised for the mainstream class twice a year you will participate in an IEP meeting with your child's class teacher and learning support teacher. At these meetings we shall consider your child's progress and IEP. The progress and placement of student in the LSC is subject to an Annual Review, which includes and is attended by parents, teachers and other professionals involved with your child. The *Annual Review* will be held during the second IEP meeting.

### **What is the home / school diary?**

We use this book to tell each other about things that are happening at home and school. Each Sunday could you please write a little about the weekend activities so that we are aware of these for our Monday morning discussions about the weekend? We also need to know if your child has been unwell or is taking any medication. It is also useful for staff to be aware if there are going to be any changes at home. This could be that parents are working away, or there may be a change of helper, or family coming to stay. You may also use this book to voice any concerns, ask questions to clarify anything happening at school or make an appointment to see a teacher. As a school we send out a lot of letters and information with the children. To ensure such letters reach you can you acknowledge any letters or information in the home/school diary? Please read the diary each evening and sign to show you have read it.

### **What supervision will my child have at play times snack/lunch times?**

There is a teacher on duty at 8.30a.m. If your child arrives before this time please note there will be no supervising adult in the playground.

Your child has his/her snack in the playground and is supervised by teachers on playground duty.

At lunchtime your child has his/her lunch in their classroom supervised by an educational assistant in the classroom.

### **Is there any Speech and Language Therapy or Occupation Therapy at Beacon Hill School?**

Yes, but it is a private arrangement between therapists and parents. Parents pay an additional fee for this service. If interested speak to a LS teacher for details.

### **Will my child have any homework?**

Yes. There is an expectation that parents will read with their children on a regular basis (at least 4 times per week). Additional homework can be given, which will focus

on the academic targets for that week either in the LS or mainstream class. As with IEP's and timetables each child attached to the LS has different homework needs.

Parents and LS teachers are expected to be aware of the frequency and amount of homework set for each child

### **What happens if my child loses something?**

We have a lost property section within the school to which all lost property is sent. If your child loses something either parent or helpers can look for the item in lost property. To help recover lost property please ensure that all items of clothing, folders, books, and bags are clearly marked with your child's name and class.

### **What should my child have in their school bag?**

Inside your child's bag there should always be: -

1. One or two reading books, depending on level of reading.
2. Home / school diary
3. Snack box
4. Lunch box
5. Drink container
6. Sun hat

(all marked with name and class)

### **What happens on PE days?**

All children come to school in PE kit.

### **What should I do if my child is going to be absent from school?**

Inform the school by ringing school office (2336 5221) and ask the office staff to inform both the LS and mainstream teachers. If you can, indicate how long your child will be away from school and the nature of the illness. If you are going on holiday during term time please notify teachers.

### **What if I have any other questions?**

Simply contact the LSC teacher who is coordinating your child's entry to Beacon Hill School or the Head of Special Educational Needs and they will answer your questions. Remember we are all here to help make both you and your child's entry to Beacon Hill School proceed as smoothly as possible.