



Meeting the needs of children with special educational needs and disabilities

SEND Information Report

Name	Date
Amy Adams	January 2022
Amy Adams	January 2023
Nathalie Snelgrove	January 2024
Stephanie Larkman	April 2025
Stephanie Larkman in consultation with Hayes Primary parent council	October 2025
Stephanie Larkman	June 2026

All Bromley schools are committed to and adopt a similar approach to meeting the needs of all pupils including those with special educational needs. There is a shared expectation that all pupils, regardless of their specific needs, should be offered inclusive teaching which will enable them to make the best possible progress in school and feel they are a valued member of the wider school community.

Hayes Primary School is an inclusive school and may offer the following range of provision to support children with SEND, including;

- **Communication and Interaction** (includes speech and language difficulties, delays and disorders, Autism)
- **Cognition and Learning** (includes Specific Learning Difficulties; Dyslexia, Dyspraxia, and Dyscalculia, Moderate Learning difficulties)
- **Social, Emotional and Mental Health** (includes ADHD, anxiety, depression, disordered eating, attachment difficulties)
- **Sensory or Physical Needs** (includes Visual impairment, Hearing impairment, Physical disabilities such as cerebral palsy)

This information report has been co-produced with key stakeholders, including the Senior Leadership Team, the SENCo, all staff, parents of pupils both with and without SEND, pupils and individual school governors. This took place through working parties and email liaison.

The range of support deployed will be tailored to individual needs following thorough assessment by internal or external agencies. It is designed to promote pupils working towards becoming independent and resilient learners and should not be seen in isolation.

Admissions for pupils with SEND (without an Education, Health and Care Plan) are co-ordinated by the Local Authority. For pupils with Education, Health and Care Plans separate arrangements are made by the authority via the SEND department.

Information and Guidance

Who should I contact to discuss the concerns or needs of my child?

Class teacher

If you have concerns about your child you should speak to your child's class teacher first. You may then be directed to the SENCO.

He/she is responsible for:

- Adapting and refining the curriculum to respond to strengths and needs of all pupils
- Checking on the progress of your child, identifying, planning and the delivery of any additional support
- Contributing to devising personalised learning plans to prioritise and focus on the next steps required for your child in their learning
- Applying the school's SEND policy

Special Educational Needs Coordinator (SENCO)

Mrs Stephanie Larkman

Email: stephanie.larkman@hayes-pri.bromley.sch.uk

She is responsible for:

- Coordinating provision for children with SEN and developing the school's SEN policy.
- Ensuring that parents are:
 - Involved in supporting their child's learning and access to the curriculum
 - Kept informed about the range and level of support offered to their child
 - Included in reviewing how their child is doing
 - Consulted about planning successful movement (transition) to a new class or school.
- Liaising with a range of agencies outside of school who can offer advice and support to help pupils overcome any difficulties.
- Providing specialist advice and facilitating training to ensure that staff are skilled and confident about meeting a range of needs.
- Evaluating, along with other teaching and learning staff, the effectiveness of the school's provision for pupils with special educational needs. This takes place through regular monitoring including observations of interventions, tracking of pupil progress and written/verbal feedback from those involved.

Head Teacher

Mrs S Howell

Email: admin@hayes-pri.bromley.sch.uk

She is responsible for:

- The day to day management of all aspects of the school, including the provision made for pupils with SEND.

Spring Trust

Email: admin@hayes-pri.bromley.sch.uk marked FAO: Trust Head Office

They are responsible for:

- Ensuring pupils with SEN get the help they need to access the curriculum and participate fully in the life of the school.
- Supporting and challenging the school to evaluate and develop the quality and impact of provision for pupils with SEND across the school.

Complaints

Where parents and carers are unhappy with the provision offered to their child, they are invited to use the school's complaints procedure and when other avenues to resolve issues have been exhausted to contact the secretary Lucy Bodycombe on lbodycombe@springpartnership.co.uk

Assessment, Planning and Review

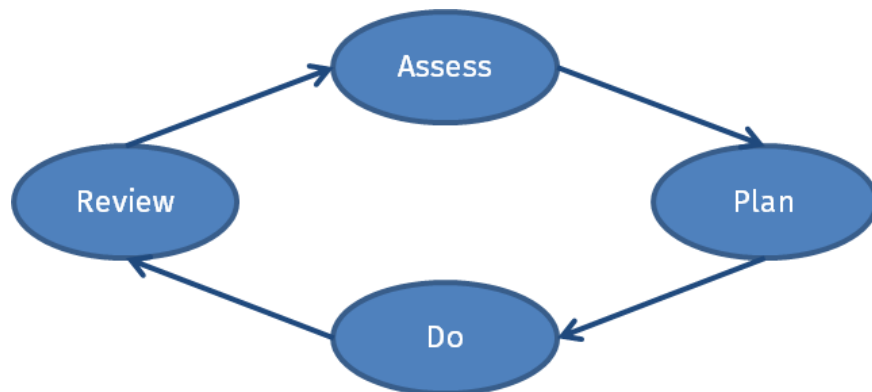
How will the school identify and monitor children with SEN?

When children have a Special Educational Need or Disability before they start our school, we work with the people who already know them and use the information already available to identify what their needs will be in our school setting.

If a teacher is concerned, they will discuss the issues with you and implement ways of working together to support your child.

Difficulties with social and emotional well-being may also trigger a need for additional support.

Four types of action should be taken to ensure effective support. The following cycle will be used to provide your child with additional support:



What does this mean?

Assess

You will be notified of concerns and that your child has been placed on the school's SEND register. Ongoing monitoring by class teachers for all pupils helps to identify those children who are not making progress or who present with barriers which are affecting their ability to engage in learning activities.

Plan

After discussions with key staff and parents/carers, additional support will be put into place to provide enhanced resources such as targeted small group work or other reasonable adjustments. This will be discussed at Parent-Teacher meetings twice a year and at additional meetings as appropriate.

Any additional support is documented in one or more of the following ways:

- an Additional Support Plan (for children with an EHCP)
- A pupil passport (for children with identified SEND)
- consistent management plan to support behaviour

In consultation with the class teacher, parents and child themselves, and with the support of the SENCO when required, a support plan is agreed which prioritise key areas of learning or behaviour to address and by which progress can be measured. Where external agencies are involved, their advice and recommendations are included in these support programmes. Actions agreed consider each pupil's strengths as well as their difficulties.

Do

Identified additional provision will be carried out until the next review.

Review

Review meetings are held at least termly. Parents, relevant external agencies and pupils are invited to this review. During these reviews we discuss:

- the impact of support offered
- the progress towards targets set
- any updates/revisions to support arrangements.

In some cases, it may be necessary to increase or change the nature and level of support to help your child to make progress. This may involve seeking help and advice from a range of specialist agencies such as the Educational Psychologist (EP) or Speech and Language Therapist (SALT). A referral for support for an outside agency will only be made with your consent.

If, despite increased support, it is evident that the severity and complexity of your child's needs require provision beyond that which can be offered by our resources, further external expertise may be requested. Further details about this process will be explained by the SENCo and are detailed in the LA Local Offer (see link below).

Tests: Access Arrangements

For some pupils, additional arrangements and adjustments can be made to enable them to fully access more formal assessments. This might include additional time; rest breaks or the use of a scribe or word processor.

A member of staff will talk to you if they feel that your child would benefit from these additional arrangements.

Curriculum and Teaching Methods (including groupings and interventions)

How will teaching be adapted to meet the needs of my child?

Teachers are skilled at adapting teaching to meet the diverse range of needs in each class. Daily planning takes into account an individual pupil's needs and requirements.

At Hayes, we are developing our shared understanding of adaptive teaching. Adaptive teaching involves teaching the same lesson objectives to all students whilst providing scaffolds to support all students in making progress. For a small group of children it may also be necessary to consider work that differs from their peer group to close essential learning gaps, to meet the children where they are and to allow them to experience success. Adaptive teachers will have a deep understanding of the needs of their students. They will have a range of strategies at their disposal that can be used in a range of ways throughout a single lesson including:

- Questioning, purposeful interventions, fostering quality discussions
- Planned learning activities that are appropriate for the whole class
- The ability to learn from and collaborate with other educators

Grouping arrangements are organised flexibly with opportunities for both ability and mixed setting to maximise learning opportunities for all.

Additional adults are used flexibly to help groups and individual pupils with a long-term goal of developing independent learning skills. Monitoring takes place to avoid pupils becoming over reliant and dependent on this adult support.

Intervention

Provision is made at school for all children in all areas of need, Cognition and Learning, Communication and Interaction, Physical and/or sensory and Social, Emotional and Mental Health. The details below could be in place for a child with any of the above categories of need.

Access to learning and the curriculum

- Regular intervention programmes in class
- Learning support groups/clubs
- Intensive programmes for key skills

Strategies/programmes to support speech and language

- Speech and Language Therapist advice disseminated to and followed by teaching staff
- Specific differentiation or modification of resources e.g. use of Widgit
- Speech therapy individual or group work delivered by support staff following speech therapist advice
- Vocabulary books/cards/packs for pre-learning of concept and topic words.

Strategies to support/develop literacy including reading

- Focused daily reading lessons (KS2) and additional 1-1 reading when required
- Read Write Inc phonics one to one sessions
- Small group intervention programmes

Strategies to support/develop numeracy

- Concrete, pictorial, abstract approach used to develop number skills
- Access to use of manipulatives such as dienes, numicon, cubes

- Small group intervention programmes working on small-step core skills
- 'Numeracy Box' support activities
- Ability setting in some year groups

Strategies/support to develop independent learning

- Mentoring by peers, support staff or teaching staff
- Alternative recording methods, use of laptop where appropriate
- Visual timetables for class and individuals
- Clear routines and expectations
- Visuals that support learning such as word banks, story maps, check lists

Strategies/support to improve emotional and social development

- An emotion coaching approach
- Check ins with a familiar member of staff
- Social skills groups
- Zones of Regulation
- Strategies suggested by other professionals and their reports
- The use of social stories

Pastoral Support

Hayes Primary School understands the importance of the social, emotional and mental health wellbeing of each child within our care.

The school's Family Liaison Lead, Mrs Griffin, is available to meet with parents and children to discuss needs and offer initial pastoral support. Further referrals may be made to external agencies if appropriate.

Strategies to support the development of pupils' social skills and enhance self-esteem

- Small group programmes including 'Lego therapy'
- Small group programmes e.g. social skills
- Lunch-time club
- 'Playground Pals' for younger children at lunch-time
- Mentoring
- Regular 'celebration of success' opportunities
- Emotional Literacy Support Assistant (ELSA) resources that teachers and TAs can access to run specific SEMH interventions, on areas such as self-esteem, emotional regulation, friendship and social skills development
- Butterfly class 'nurture' provision in the afternoons run by a nurture trained practitioner

Mentoring activities

- Playground Pals
- Buddy systems
- Anti-bullying ambassadors

Strategies to reduce anxiety/promote emotional wellbeing (including communication with parents)

- Whole school approach to regulations of emotions using 'zones of regulation' can also be used as a targeted intervention to develop emotional regulation
- An emotion coaching approach
- Check-ins with the PSL
- Therapy dog
- ELSA - drawing and talking
- Enhanced transition programme for some children as they change classes
- Photo-stories
- Feelings thermometer
- Use of sensory equipment to help ease stress
- Worry boxes
- Liaison with our Single point of contact for Bromley Y to support our referrals for involvement of Bromley Y or signposting parents to other routes of support
- Opportunities for classes in Key Stage 2 to take part in resilience building sessions through the 'iheart Ignite' programme
- Calm box - a set of tools to help regulate

Strategies to support behaviour

- School sanctions and reward system as set out in School Behaviour Policy
- Advice and support from Bromley SEMH outreach service
- Targeted strategies in class using plans such as the 'Consistent Management Plan' to outline strategies and support in place
- Mentoring
- Restorative conversations
- Clear and simple rules to follow - 'Be ready, Be respectful, Be safe'

Measures to prevent bullying

- Opportunities to learn about differences and celebrating these
- Restorative justice
- Being a 'telling school' - empowering children to report issues of concern
- Listening to the voices of the children
- Noticing small issues and addressing these early
- Anti-bullying ambassadors
- Playground Pals
- ELSA interventions around healthy relationships
- Bromley Y workshops
- Talk Consent and 'Show Racism the Red Card' workshops
- Prefects
- Pupil Council
- Well-being surveys
- A clear protocol to investigate allegations of bullying

Support/supervision at unstructured times of the day

- Lunch-club social group
- Trained staff supervising during break periods
- A quiet lunch club for children with sensory needs in KS2
- SLT open door policy for issues as they arise

Planning, assessment, evaluation and next steps

- Regular reviews with parents
- Regular review by the Inclusion team
- Pupil progress reviews termly
- Support plans for pupils as needed
- Lessons and homework adapted to take account of individual needs

Personal and medical care

- Identified medical administrative staff available for pupils throughout the day
- Care plans for pupils with medical needs
- System for administration of medication
- Support staff to assist pupils with personal care as specified by clinical plans
- Modified toilet facilities for individual needs

What arrangements are made to enable my child to benefit and take advantage of the full school curriculum and extra curriculum activities?

The school's Equality Plan (see website) is in place to ensure that pupils with SEN and Disabilities can take part in all aspects of school life and that the school buildings and outdoor spaces are adapted. This is available on the school website.

Access arrangements currently include:

- Wheelchair access to all buildings
- Disabled toilet facilities

Depending on need, an individualised access and/or medical care plan will be made alongside parents with consultation from the school nursing team or consultants as necessary (see medical policy). Additional planning and risk assessments are undertaken to ensure that pupils with SEND can take part in the range of extra-curricular activities that the school offers including outings and residential trips. If risks are deemed as 'high', parents may be asked to accompany and take responsibility for their child to ensure safety during a trip.

Access to strategies/programmes to support occupational /physiotherapy needs

- Advice of professionals disseminated and followed i.e. physio and OT
- Handwriting support groups/additional handwriting sessions

- fine motor activities such as dough disco/finger gym, scissor skills, sensory/tactile activities
- Use of resources such as pen grip, writing slope or specialist equipment

Access to modified equipment and IT

- Specialist equipment as required on an individual basis to access the curriculum
- Software to support learning
- Laptops and iPads as appropriate to age and need of child

Working in Partnership

The school works with a number of external agencies to seek advice and support to ensure that the needs of all children are fully understood and met. These include (but are not limited to):

Educational Psychology Service

Provide support to staff, parents and pupils concerning a range of needs and strategies to support within school. They may carry out formal assessments to help identify needs. At Hayes we commission services from independent educational psychologists; Dr Jo Winter and Dr Sarah Evans.

SEMH outreach team

The SEMH Support Service for Schools team works in partnership with the Local Authority and with schools. The expert team helps to address the complex challenges presented by students with SEMH while in their mainstream settings. Working together they seek to ensure that the needs of these students are identified and understood by all of those around them. They provide advice and support to school staff with permission of parents/carers to help staff manage complex behaviour needs in mainstream settings.

ISAT – Inclusion Support Advisory Team

The ISAT team are a group of special educational needs advisory teachers who support mainstream schools to successfully include Bromley's children and young people with additional needs, to ensure that they make excellent progress and fulfil their potential. ISAT focuses on pre - statutory types of support, known as 'SEN Support' (i.e. not Education, Health and Care Plans or statutory assessment), as part of Bromley's SEND Graduated Approach. The team works directly with professionals, providing a wide range of guidance, training and development services for SENCOs, Autism Champions, Communication Champions and Mental Health Leads, as well providing several in-school consultancy sessions.

Referrals to other professionals

Bromley NHS SALT services provide therapeutic support and advice to help pupils develop their speech, language and communication skills. Sessions may be delivered as a series of clinic-based sessions or in school. Referrals to this service can be made by the school's SENCo. The school can also make referrals to our commissioned SALT service 'MAPS' run by

Vicki Maher who visits the school fortnightly through the year and completes assessments and reviews and advises staff regarding interventions.

We can also make referrals to the Community Paediatrician (to explore developmental delay, autistic spectrum disorders/condition and ADHD/ADD), Occupational Therapy (to explore fine and/or gross motor difficulties), the School Nursing team (to discuss care plans), and physiotherapy (with communication from a GP to explore a physical need). From September 2026, the OT service have been commissioned an in-school OT therapist (once a fortnight) to run groups and receive referrals to support children identified as needing support for fine and gross motor difficulties.

Bromley Wellbeing

Via referral made by school or parents/carers to provide emotional support to young people of Bromley.

This could then be referred on to CAMHS (Child and Adolescent Mental Health Services). Further information can be found at: <http://www.bromleywellbeingcyp.org/>.

Parent support Agency Contacts:

Information, Advice and Support Service (IASS, formerly known as Bromley Parent Partnership)

The IASS provides independent information and advice and guidance for parents/carers of children and young people with SEND.

Tel: 020 8461 7630

<https://bromleyiass.org.uk/>

Email: iass@bromley.gov.uk

Bromley Parent Voice is also able to offer support to parents and schools; they can be contacted on: www.bromleyparentvoice.org.uk

Email: info@bromleyparentvoice.org.uk

The full range of local support which may be available to support your child both within and outside of school can be found in the Bromley Local Offer for Pupils with SEN.

<https://bromleysend.org/parents-and-carers/primary-school/>

What SEND training has been offered to staff?

At Hayes Primary School we are committed to develop the knowledge and understanding of all staff to support children with SEND.

Recent whole school training addresses needs for individual children or comes from the school development plan.

The SENCo has

- Completed the SENCO accreditation;

- Attends the termly SENCo meetings - trust and borough wide, relevant conferences and training opportunities where information about most recent research and information about local services is disseminated;
- Continues to access professional development opportunities through self-guided study and online webinars.

All staff have completed training in:

- Disability awareness
- Regular training about autism and ADHD awareness and supporting strategies
- Oracy project – Voice 21
- Widgit symbols
- SEND does not sit separately to whole school development but is linked into all areas, if teaching staff have a training opportunity in maths for example, this will link in to supporting learners with SEND in maths

Teaching assistants have regular training each half term to deliver a range of specific programmes, understand a range of learning needs. They also receive regular training directly from SALT and OT services as required, via advice clinics, specific training of an intervention or to observe to follow best practice. TA teams meet regularly with the SENCo to review interventions and their impact.

Transition

How will the school help my child to move to a new class or to a different school?

Children and young people with SEN can become particularly anxious about ‘moving on’ so we try to ensure a smooth transition by:

Moving from pre-school/nursery to Hayes Primary School:

- Visits by Early Years staff, and the SENCo when appropriate, to pre-schools and nurseries prior to the children starting at Hayes Primary School.
- Opportunity for parents to come into school and meet 1:1 with the class teacher and members of the senior leadership team prior to their child starting.
- Attendance by the SENCo and class teacher at the summer term review of any pre-schooler with an EHCP who is due to transfer to Hayes Primary School.
- Opportunities to visit the school at a ‘stay and play’.
- Staff attend a meeting led by the borough to share safeguarding and SEND information
- The school offers a transition picnic and coffee morning for the parents to meet each other

When moving classes in school:

- An information sharing meeting will take place between the present teacher and the new teacher
- Opportunities to visit the new class
- Social stories and photo books
- In some cases, a meeting will be arranged with parents and new teacher at the end of summer term or start of autumn term

- An enhanced transition intervention for identified children who may need additional support

When moving to another school:

- If a pupil with special educational needs transfers schools to another primary school, the SENCo ensures that all SEN information is sent to the new school in good time once official notification of transfer has been received. Information about the support and any special arrangements that have been made to enable access to the curriculum and progress towards learning goals is forwarded to the new school's SENCo.

Transferring from Year 6 to secondary school:

- The SENCo ensures all SEN information is forwarded to receiving secondary schools in good time before transition takes place. Meetings with the SENCos of these secondary schools also take place whenever possible in order to discuss the needs of transferring pupils who have special educational needs.
- A transition to secondary school programme is put in place for pupils with SEN. (Some of the activities are organised by receiving secondary schools).

Admissions for pupils with SEN/D

Please refer to the school's admission policy.

Point K of this policy states: Children with an Education, Health and Care Plan (EHCP) are dealt with under a separate process by the Special Educational Needs team. All pupils with an EHCP naming the school will be admitted. The PAN will be reduced by the number of pupils with an EHCP naming the school and the oversubscription criteria will be used to prioritise the applications for the remaining places. For further information of admissions for pupils with SEN/D please contact the SENCO directly.

How can I help my child at home?

If you are concerned about your child's progress, you should speak to their class teacher in the first instance. Following these conversations if concerns persist the teacher may raise the concerns to the SENCo to discuss their concerns further. If a referral to an external agency is made for a child, parents can support by attending the appointments. Where a child is on the SEN register, parents can support by attending termly meetings to review their 'pupil passport' either during parents' evenings or other additional meetings to support the staff in delivering the targets set.

How does the school involve children with Special Educational Needs in their own education?

- Pupil voices are gathered and children are involved in the reviews of their 'pupil passports'.
- Annual reviews for EHCPs include the child's views on what they feel is going well and what they would like to change.
- Target setting with children's involvement and feedback.

- Daily opportunities for learning feedback and discussion with the child on their next learning step or acknowledgement of their successes

***How is the decision made about what type and how much support my child will receive?
How will I be involved?***

Any concerns that arise will form the basis of discussions between you and the class teacher. The discussion would outline what the concerns are, from the home and school viewpoints as well as the planned actions or additional support. If your child has significant needs, then outside professionals such as an Educational Psychologist assessment may be considered. Concerns may include a lack of sustained progress from starting points despite interventions, a lack of progress compared to their peers, a change in behaviour or persistent social and emotional needs.

If your child is on the SEND register, the school will complete cycles of the 'assess, plan, do, review' process and monitor their progress and development over time, ensuring there is a continual review of the type and amount of support provided to a child. Any interventions will be reviewed termly, and the impact of the intervention is evaluated. Interventions and support may follow professional advice or have a strong national or local recommendation. The class teacher will discuss with you the purpose of the intervention and desired outcomes. An additional Support Plans (for those with EHCP) and or a pupil passport (children on the SEND register but without an EHCP) will be shared with parents and reviewed with three times a year.

How will I be involved in discussions about and planning for my child's education?

We are keen to work in partnership with parents. Parents are encouraged to talk to the class teacher to discuss shared concerns. The school regularly share updates as to the curriculum and offer information that involves parents in their child's learning, whether it is to follow a spelling strategy or reinforce a behaviour programme. The children will know the expectations for their next steps in learning or development. If an external professional such as a speech therapist or Educational Psychologist (EP) is involved in working with your child, they will discuss concerns with you and with your child's teachers and then give recommendations for school that are also sent home for you to support with.

If English is not your first language, we endeavour to provide interpreters at important meetings. Among the staff we have a range of spoken languages that may be able to help, or you are welcome to invite a friend or relative to help you at any of the meetings.

Our Accessibility Plan covers the following 3 areas

- Increase the extent to which pupils with disabilities can participate in the curriculum
- Improve the school's physical environment to increase the extent to which pupils with disabilities can take advantage of the education, benefits, facilities and services we provide or offer
- Improve the delivery to pupils with disabilities of information that is readily accessible to pupils without disabilities

What is the Bromley SEND Local Offer?

The Bromley SEND Local Offer provides a central hub of information and support for children and young people with special educational needs and disabilities (0 to 25 years) and their families. It offers clear guidance on educational, health, and social care services, as well as links to local organisations and activities.

Developed with community feedback, this resource also supports professionals working with families. Please see the link below:

<https://bromleysend.org/parents-and-carers/>

Who can I contact for further information?

Approach the class teacher in the first instance, for further information on any SEND query contact Mrs Stephanie Larkman (the SENCo and Inclusion lead) via admin@hayes-pri.bromley.sch.uk