

# Special Educational Needs and Disabilities (SEND) Information Report

Guston Church of England Primary School



**Inclusion Team**

**SEND Governors:**

Glynis Farthing, Shelly Hixon

**SENCo:**

Caroline Lampard

01304 206847

[senco@guston.kent.sch.uk](mailto:senco@guston.kent.sch.uk)

<b>Approved by:</b>	Governing Body	<b>Date:</b> 9/10/2025
<b>Last reviewed on:</b>	24/02/2025	
<b>Next review due by:</b>	1/9/2025	

## Contents

1. How do you enable all pupils at Guston? .....	4
2. Which staff will support my child, and what are their key responsibilities? .....	6
3. What should I do if I think my child has SEND? .....	8
4. What happens if the school identifies a need? .....	9
5. How will the school measure my child's progress? .....	10
6. How will I be involved in decisions made about my child's education? .....	11
7. How will my child be involved in decisions made about their education? .....	12
11. How will the school make sure my child is included in activities alongside pupils who don't have SEND? .....	13
12. How does the school make sure the admissions process is fair for pupils with SEN or a disability? .....	13
13. How does the school support pupils with disabilities? .....	14
14. How will the school support my child's mental health and emotional and social development? .....	15
15. What support is in place for looked-after and previously looked-after children with SEND? .....	15
16. What support will be available for my child as they transition between classes or settings or in preparing for adulthood? .....	16
17. What support is available for me and my family? .....	17
18. What should I do if I have a complaint about my child's SEND support? .....	18
19. Supporting documents .....	19
20. Glossary .....	19

---

Dear parents and carers,

The aim of this Information Report is to explain how we implement our SEND policy and how SEND works in our school.

As educational professionals, we are all working towards the ultimate goal of growing independent young people as they prepare for adulthood. All provision and support we provide is working towards achieving the Kent Children and Young People (CYP) Outcomes Framework:



If you want to know more about how we enable SEND learners in our school, please read our SEND policy alongside this Information Report.

You can find our SEND policy on our website [www.guston.kent.sch.uk](http://www.guston.kent.sch.uk)

**Note:** If there are any terms used in this information report that you're unsure of, you can look them up in the Glossary below.

## 1. How do you enable all pupils at Guston?

At Guston we believe that all pupils should be able to reach their full potential. We remove barriers to learning by adapting our environments and teaching practices to meet the needs of all pupils.

By consistently employing the Mainstream Core Standards, we ensure that the needs of a wide range of pupils are catered for within our universal school offer. For more information please see: [SEND Mainstream Core Standards - Kent County Council](#)

All staff are aware of the impact that high quality teaching has for all pupils, including those with SEND. We are reflective practitioners and tailor our whole school and individual class provision to meet the needs of the pupils on roll at Guston. The SENCO, Mrs. Lampard, supports teachers to further tailor and adapt class provision, as required. The reflective practice in our school is supported by Education Endowment Fund guidance: [Special Educational Needs in Mainstream Schools | EEF](#)

Examples of the in-class adaptations that we may offer include:

- **Adapted resources** – larger print, simplified text, use of visuals rather than words.
- **Provision of additional resources** – laptops, task management boards, coloured overlays, individualised visual timetables or Now and Next boards.
- **Adaptive practice** - offering additional scaffolding, changing groupings, pre-teaching, chunking of content, adapted pace and content of lessons.

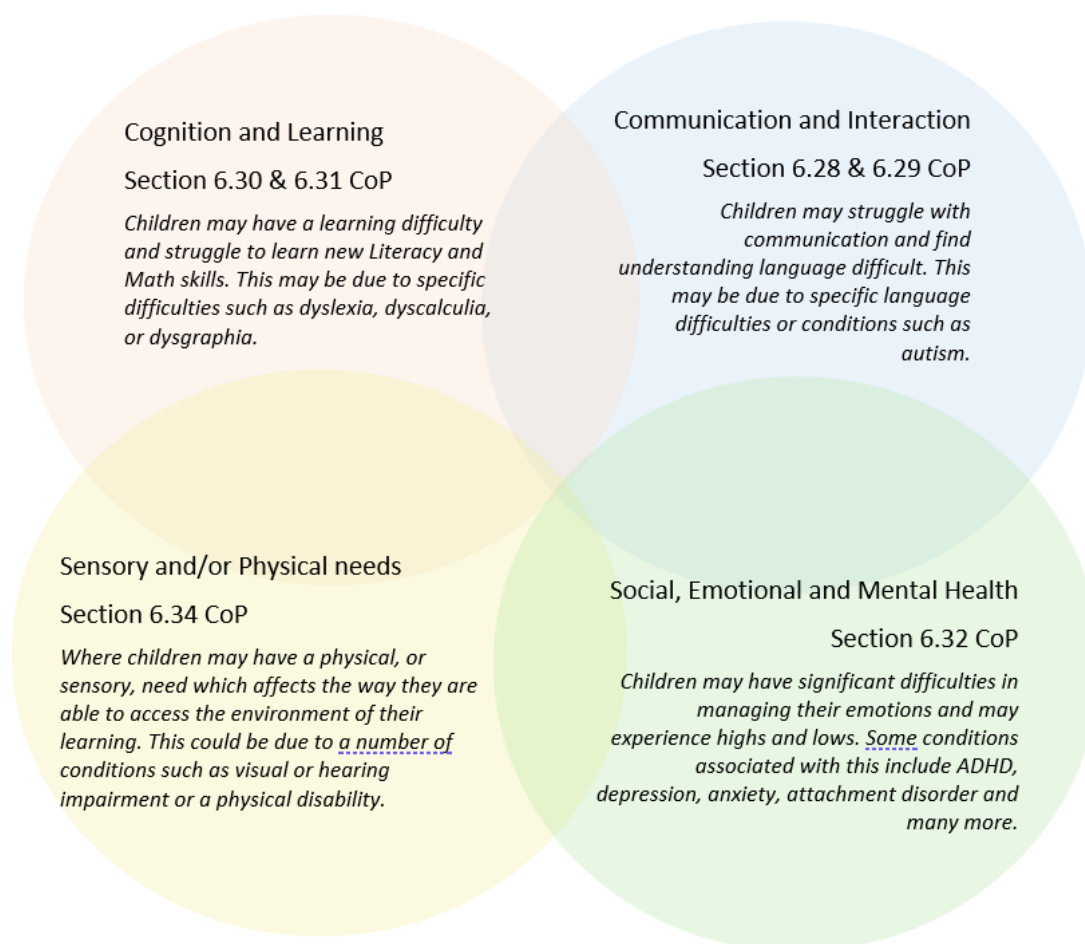
Our class provision mapping outlines the holistic provision that works to enable all pupils within each class to reach their potential. Examples of the provision that may be provided include:

- Speech and Language programmes
- Small group programmes for Phonics, Maths and English
- Therapeutic approaches – Lego therapy, drawing and talking
- Wellbeing support through Boxall and Nurture UK practices
- Physical support through FIZZY and Clever Hands Programmes

These class-based adaptations and tailored provisions are outlined and monitored on whole class whole class provision maps. These are reviewed termly by Mrs. Lampard and all members involved in the class provision in our Team Around the Class meetings.

At Guston, we pride ourselves on early identification of need. Those pupils' facing barriers to engagement in learning and/or making slower than expected progress are quickly recognised and in receipt of adapted or targeted support within their class provision offering.

Our school provides for pupils with the following needs (as outlined in the SEND Code of Practice 2015):



We understand that children's needs commonly overlap and are rarely confined to one area of need, which is why it is important that we gain a holistic overview of your child and cater for all areas of support. This picture is created in collaboration between school, home and the pupils themselves.

More information about the Areas of Need can be found in the Special educational needs and disability code of practice: 0 to 25 years (link below).

[SEND Code of Practice January 2015.pdf \(publishing.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/262322/SEND_Code_of_Practice_January_2015.pdf)

## 2. Which staff will support my child, and what are their key responsibilities?

At Guston Church of England Primary School all staff are considered responsible for supporting the needs of pupils with SEND. Key staff are detailed below:

### Our Special Educational Needs Co-ordinator, or SENCO

Our named SENCO is Mrs. Caroline Lampard. She holds the National Award in Special Educational Needs Co-ordination, completed in 2022, and a Master's degree in SEND and Inclusion, completed in 2025. Mrs. Lampard has experience of managing SEND in an alternative provision supporting children and young people unable to attend school, along with experience as a SENCO in both specialist and mainstream schools.

The work of the SENCO is overseen by the Headteacher, Deby Day and the Governing Body. At Guston the SENCO is included in the leadership team and leads on developing inclusive practices across the school. Additionally, the SENCO is responsible for co-ordinating daily SEND provision in the school, supporting teachers, liaising with outside agencies and raising referrals where required. The SENCO will advise the Headteacher with respect to reasonable adjustments and adaptive practices across the school, within specific class groupings and for individuals, where required.

### Class Teachers

All teachers receive regular in-house SEN training and are supported by the SENCO to meet the needs of pupils who have SEN. Teachers are responsible for checking and reporting on the progress of children, personalising teaching and ensuring the SEN policy is followed. They are your first point of contact for SEN enquiries and concerns about your child. As a team they have received training in:

Mainstream Core Standards	Diabetes Awareness Training
Language Through Colour	Makaton
De-escalation	Sensory Processing
Trauma Informed Practice	Boxall Nurture Group Training
EAL Best Practice	Supporting Hearing Impairment
Portage	Developmental Language Disorders
Maths Mastery	Adaptive teaching practices
Dyslexia Best Practice	Autism Education Trust Training
Autism Education Trust Training	Anaphylaxis

Our **Mental Health Lead**, Claire Lawrence, has had Mental Health Champion, Drawing and Talking and Lego Therapy training.

Our **Sensory Lead**, Karen Powell has had Sensory Champion, Portage, and Language Impaired Children in the classroom training.

### Teaching assistants (TAs)

At Guston our TAs are included in SEND specific training. This expertise is used to enable learners in class, as well as providing targeted support within classes.

As a team they have received the following training:

Fizzy	Paediatric First Aid
Clever Hands	Adaptive teaching strategies
Autism Education Trust Training	Makaton
Portage	Intensive Interaction
Language Through Colour	
Attention Autism	
Precision Teaching – Toe by Toe, Sounds Progress, Minute a day, Plus One.	

## External agencies

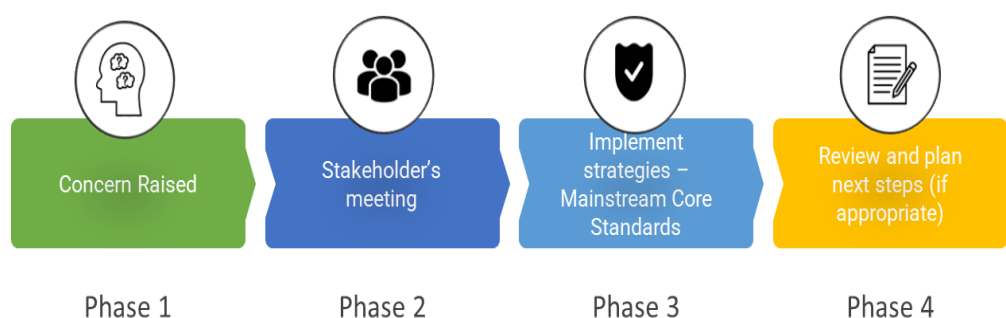
Guston is a member of the Dover 1 Community of Schools. Mrs. Lampard attends termly meetings with other local schools from our community to collaborate and share best practice for SEND pupils. For more information please see: [Communities of schools - KELS!](#)

Sometimes we need extra help to support our pupils. When this is the case, we can request support for our Professional Resource Group. In addition, we may contact services directly where the need arises.

These external professionals may include:

Child and adolescent mental health services	Occupational therapists
Safeguarding services	Educational Psychologists
School Liaison Officer	GPs or Paediatricians
SEND Inclusion Advisor	NELFT Practitioners
Specialist Teaching Learning Service	Play Therapists

### 3. What should I do if I think my child has SEND?

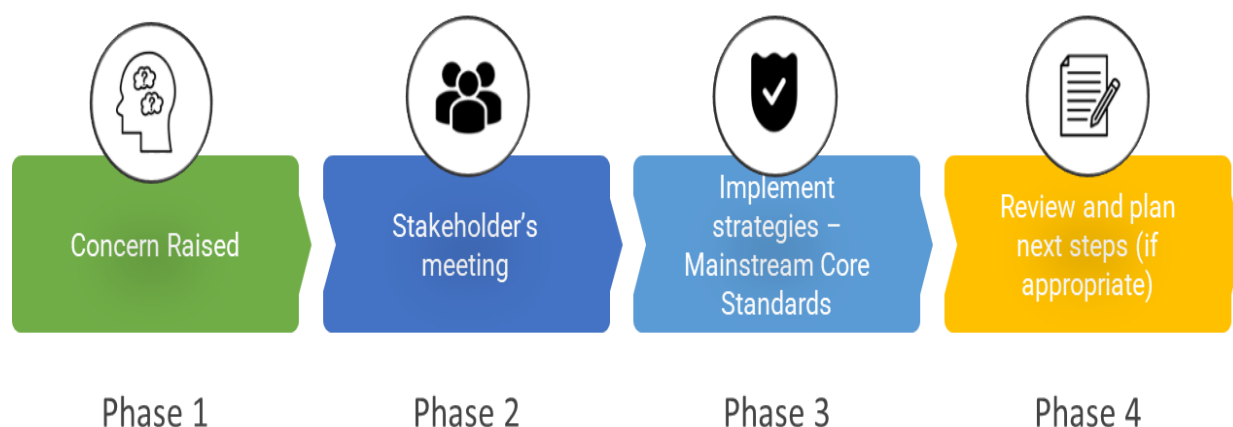


<b>Phase 1</b>	<p>If you think your child might require additional support, please talk to your teacher, do not wait. They are on the playground daily. Or you can email on: <a href="mailto:Classname@guston.kent.sch.uk">Classname@guston.kent.sch.uk</a></p> <p>Class names are: Potters (5/6), Hiccups (4/5), Cheshirecats (3), Paddingtons (1/2), Tiggywinkles R/1</p>
<b>Phase 2</b>	<p>We will meet with you to discuss your concerns and try to get a better understanding of what your child's strengths and difficulties. Together we will decide what outcomes to seek for your child and agree next steps. We will note what has been discussed and add this to your child's record.</p>
<b>Phase 3</b>	<p>We will implement the agreed strategies and monitor these over an agreed period. These are likely to be universal strategies set out in the mainstream core standards and will be monitored on the class provision plan. This will initiate the 'Graduated Approach' where support will be continually reviewed. At this stage support is monitored on our class provision plans.</p>
<b>Phase 4</b>	<p>If we decide that your child needs SEND support, we will formally notify you and your child will be added to the school's SEND register. They will receive additional support tailored to their unique needs, and this will be reviewed using an assess, plan, do, review model.</p>



#### 4. What happens if the school identifies a need?

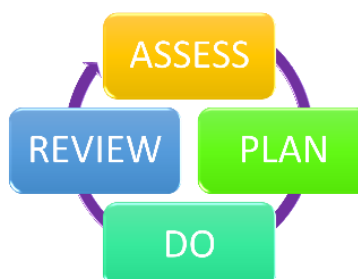
The same process is followed if a concern is raised by the school.



<b>Phase 1</b>	Class teacher raises a concern. They will plan a short-term intervention (6 weeks or so) or use identified strategies from the mainstream core standards to support or adapt classroom environment to close the gap. Progress is monitored.
<b>Phase 2</b>	Class teacher presents evidence in termly pupil progress meeting of adapted lessons, shares progress, attainment, and observations. Senior teachers and SENCO discuss and formulate a plan to follow up that may include further observations, screens, alternative interventions, class teacher will feedback to parent.
<b>Phase 3</b>	Strategies implemented are likely to be universal strategies set out in the mainstream core standards and will be recorded and monitored on the whole class provision map. This will initiate the 'Graduated Approach' where support will be continually reviewed. See next page for more details.
<b>Phase 4</b>	If we decide that your child needs SEND support, we will formally notify you and your child will be added to the school's SEND register. They will receive additional tailored to their needs and this will be reviewed using the assess, plan, do, review model.

## 5. How will the school measure my child's progress?

We will follow the 'graduated approach' to meeting your child's SEND needs which is a 4-part cycle of **assess, plan, do, review**.



<b>Assess</b>	If your child is not making the expected level of progress, we will make an assessment to find out what strengths and difficulties your child has. We will ask for you and your child's input, as well as getting help from external professionals where necessary.
<b>Plan</b>	In discussion with you and your child, we will decide what outcomes we are hoping to achieve. We will make a plan of the support that we will offer your child to help them meet those outcomes. We will make a record of this and share it with you and all relevant school staff.
<b>Do</b>	We will put our plan into practice. The class teacher and the team around their class will be responsible for working with your child daily, and making sure the support we put in place is having the impact we intended. The class teacher and SENCO will liaise regularly.
<b>Review</b>	We will assess how well the support put in place has enabled the pupil to meet the outcomes we set. We will use our improved understanding of your child's needs to improve the support we offer; this may mean the Plan, Assess, Do, Review cycle continues.

Where the school completes assess, plan, do, review and there continues to be notable challenges to accessing learning and/or the gap attainment is not closing we will seek support from external services via the Professional Resource Group: [Professional Resource Group - KELSI](#)

Permission will always be sought from parents/carers and families will be involved in this process throughout.

## 6. How will I be involved in decisions made about my child's education?

We will provide three parent meetings annually with data on attainment and progress. We will arrange additional meetings for parents of children with SEND. Referrals and outside agency involvement will be shared. Parents receive an annual report with end of year outcomes in Reading, Writing and Mathematics.

The class teacher will meet with you a minimum of three times yearly to:

- Set clear outcomes for your child's progress
- Review progress towards those outcomes
- Discuss the support we will put in place to help your child make that progress
- Identify what we will do, what we will ask you to do, and what we will ask your child to do
- Share professional reports

The SENCO may also attend these meetings to provide extra support.

As parents you know your child best. Developmental milestones, how they are at home, changes in behaviour in the wider family or changes in the family have a massive impact on a child's wellbeing and ability to learn, so please keep the school informed wherever you can and always share medical reports as these are not shared with schools under data protection rules.

The school operate an open-door policy so if you have concerns that arise between these meetings, please speak to their class teacher, email the SENCO on [senco@guston.kent.sch.uk](mailto:senco@guston.kent.sch.uk), or contact the school office on 01304 206847 to arrange an appointment.

## 7. How will my child be involved in decisions made about their education?

The level of involvement will depend on your child's age and individual needs. We recognise that no two pupils are the same, so we will decide on a case-by-case basis, with your input.

We may seek your child's views by asking them to:

- Come to meetings to discuss their progress and outcomes

- Draw how they are feeling or think they are doing etc.

- Discuss their views with a member of staff who can act as a representative during the meeting

- Complete a survey which can be shared

- Score themselves on a scale that has been explained to them

- Share assessment outcomes and set targets with them.



## **11. How will the school make sure my child is included in activities alongside pupils who don't have SEND?**

The expectation is that all schools provide an inclusive provision for all pupils. It may be necessary for some pupils to receive interventions in addition to a broad and balanced curriculum. All of our extra-curricular activities and school visits are available to all pupils, subject to risk assessment. Decisions around attendance are taken with the parents. All pupils are encouraged to go on our school trips, including our Year 6 residential trip. All pupils are encouraged to take part in: Sports Day, school plays and concerts. No pupil is ever excluded from taking part in these activities because of their additional needs or disability, we will make whatever reasonable adjustments are needed to make sure that they can be included. In a small number of cases parents and children may choose to not attend because of anxiety, sensory processing difficulties or religious preferences. These choices will be respected.

## **12. How does the school make sure the admissions process is fair for pupils with SEN or a disability?**

The admissions arrangements for children with Education, Health and Care Plans are the responsibility of Kent County Council. Advice and further information on the arrangements to admit your child into school can be found at the KCC SEND Enquiries Hub: [School aged children - Kent County Council](#)

Once a child with SEND is known to be starting, school will liaise with parents and the previous setting to best understand need and access arrangements needed for a transition.

### 13. How does the school support pupils with disabilities?

The Christian ethos of the school is plan and policy that details how we seek children with a disability.



inclusive. The school has an accessibility to ensure that the school is accessible for

#### Physical environment

- It is a single storey building and most doorways have ramps or easy access
- The semi-open plan design enables pupils to move freely from one area to another
- Main doorways linking different areas of the school have a moveable panel to widen the aperture, if necessary
- The classes can be accessed easily from the play areas and entrances to the school premises
- The school hall is situated centrally, and is easily accessible to all classes
- The pupil toilets are DDA compliant.
- One designated disabled parking bay is allocated directly outside the main entrance. A dipped curb exists to support wheelchair access.
- All classrooms have large interactive whiteboards, with sound capability, background adjustable for colour, brightness, contrast Features to enable auditory impairment
- Many classes have access to an outside area to allow teachers to plan for outside activities to minimise noise to other classes.
- Healthcare plans in place for specific children.
- Epi-pen training for all staff, when necessary.
- Diabetes training for teaching teams updated annually, when necessary
- TAs and Office staff have First Aid training every two years

For further information, please read in conjunction with the SEN Policy and Medical Care Policy.

#### **14. How will the school support my child's mental health and emotional and social development?**

At Guston we understand that pupil wellbeing is central to their success as learners.

We provide support for pupils to progress in their emotional and social development in the following ways:

- We are a nurture UK school, and all staff use Boxall training to identify needs and strategies
- Specific staff trained as our Mental Health Champion and Drawing and Talking practitioner.
- Peer mentors trained and supporting in place
- Behaviour plan based on Colour Monster and Zones of Regulation promotes children's understanding of emotions, mental health and energy levels equipping them with the language and strategies to start to support their self-regulation and well-being.
- We track behaviour on our child protection online Monitoring system CPOMS to look for patterns and seek to support before a child is in crisis. run a nurture club for pupils who need extra support with social or emotional development
- We have an open-door policy to ensure we work with families and can support with the wider family needs
- We put well-being at the centre of everything we do as part of our Christian ethos.

#### **15. What support is in place for looked-after and previously looked-after children with SEND?**

Mrs Caroline Lampard, our SENCO is the designated teacher for looked-after-children and previously-looked-after children.

Mrs. Lampard will work with all teachers to ensure they understand the need to mitigate the difficulties and disadvantages these children have already experienced. These pupils will have a personalised plan outlining how the school will meet their needs across academic and emotional areas.

Mrs. Lampard will attend PEP (personalised education plan) meetings and be responsible for monitoring and maintaining the individualised personal plans to ensure the best outcomes. She will work with foster and adoptive parents, teachers, outside agencies including children's social services through the LAC review process both within and outside the county.

## 16. What support will be available for my child as they transition between classes or settings or in preparing for adulthood?

### Between years

To help pupils with SEND be prepared for a new school year we:



- Will ensure sharing of information between year groups and relevant staff
- Ensure in class support is transferred to subsequent classes to prevent delays for progress
- Ensure children have opportunities to meet new supporting staff and work in new classroom to minimise anxiety
- Work with you as a parent to share needs and concerns
- Schedule lessons with the incoming teacher towards the end of the summer term
- Some children may have a transition booklet to help them know what to expect and minimise their anxieties

### Between schools

When your child is moving on from our school, we will share the information we feel relevant to meet their needs and share both attainment, progress and strategies and support programmes that have worked well. We will support you to contact and communicate with the new school yourselves to give a parental view.

### Between phases (for primary schools)

- The secondary school year 7 head or other senior staff will meet the current class teacher and the children on our school site.
- The SENCO will share vulnerable pupil transition forms that share your child's key information - strengths, difficulties, diagnoses, attainment, progress and successful strategies.
- Children will have an experience day at their new school.
- Additional transition days can be arranged in some cases.
- Parents are invited to complete forms about their children's needs and can meet the SENCO on request.



## 17. What support is available for me and my family?

If you have questions about SEND, or are struggling to cope, please get in touch to let us know. We want to support you, your child and your family. Please contact Mrs. Lampard [senco@guston.kent.sch.uk](mailto:senco@guston.kent.sch.uk) or Mrs. Day [headteacher@guston.kent.sch.uk](mailto:headteacher@guston.kent.sch.uk)

To see what support is available to you locally, have a look at our website: [Guston Church of England School: Support for Parents](#)

Additionally, we will post information about events, support groups and workshops provided locally as they arise on our school Facebook page.

The Kent Local Authority offer can be read using the following link: [About the SEND local offer - Kent County Council](#)

The IAsk site offers independent support for parents of children with SEND:

[SEND Information Hub \(Kent County Council's Local Offer\) | IASK](#)

Local charities that offer information and support to families of pupils with SEND are:

<https://www.includesus2.org.uk/>

[Home - Kent PACT](#)

[The Kent Autistic Trust](#)

[Contact the SEND Enquiries Hub - Kent County Council](#)

National charities that offer information and support to families of pupils with SEND are:

➤ [IPSEA](#)

➤ [SEND family support](#)

➤ [NSPCC](#)

➤ [Family Action](#)

➤ [Special Needs Jungle](#)

## 18. What should I do if I have a complaint about my child's SEND support?

Complaints about SEND provision in our school should be made to the class teacher, SENCO and then Headteacher in the first instance. They will then be referred to the school's complaints policy. This can be found on our school website ([www.guston.kent.sch.uk](http://www.guston.kent.sch.uk))

If you are not satisfied with the school's response, you can escalate the complaint. In some circumstances, this right also applies to the pupil themselves. To see a full explanation of suitable avenues for complaint, see pages 246 and 247 of the [SEND Code of Practice](#).

If you feel that our school discriminated against your child because of their SEND, you can seek advice from <https://www.iask.org.uk> in the first instance. They can independently advise you of the way to appeal decisions in school and from the Local Authority. You can also make a claim through the first tier SEND tribunal service. To find out how to make such a claim, you should visit: <https://www.gov.uk/complain-about-school/disability-discrimination>

You can make a claim about alleged discrimination regarding:

- Admission
- Exclusion
- Provision of education and associated services
- Making reasonable adjustments, including the provision of auxiliary aids and services

Before going to a SEND tribunal, you can go through processes called disagreement resolution or mediation, where you try to resolve your disagreement before it reaches the tribunal. The contact details for mediation are included below:

<https://www.globalmediation.co.uk/service/special-educational-needs-disability/>

## 19. Supporting documents

- *Equality Information and Objectives Policy*
- *Child protection policy*
- *Behaviour Policy*
- *Accessibility Plan*
- *Attendance Policy*
- *SEND policy*
- *SEN & Disabilities Code of Practice 2015*
- *Mainstream Core Standards*



## 20. Glossary

- **Access arrangements** – special arrangements to allow pupils with SEND to access assessments or exams
- **Annual review** – an annual meeting to review the provision in a pupil's EHC plan
- **Area of need** – the 4 areas of need describe different types of needs a pupil with SEND can have. The 4 areas are communication and interaction; cognition and learning; physical and/or sensory; and social, emotional and mental health needs.
- **CAMHS** – child and adolescent mental health services
- **Differentiation** – when teachers adapt how they teach in response to a pupil's needs
- **EHC needs assessment** – the needs assessment is the first step on the way to securing an EHC plan. The local authority will do an assessment to decide whether a child needs an EHC plan.
- **EHC plan** – an education, health and care plan is a legally-binding document that sets out a child's needs and the provision that will be put in place to meet their needs.
- **First-tier tribunal/SEND tribunal** – a court where you can appeal against the local authority's decisions about EHC needs assessments or plans and against discrimination by a school or local authority due to SEND
- **Graduated approach** – an approach to providing SEND support in which the school provides support in successive cycles of assessing the pupil's needs, planning the provision, implementing the plan, and reviewing the impact of the action on the pupil
- **Intervention** – a short-term, targeted approach to teaching a pupil with a specific outcome in mind
- **Local offer** – information provided by the local authority which explains what services and support are on offer for pupils with SEND in the local area
- **Outcome** – target for improvement for pupils with SEND. These targets don't necessarily have to be related to academic attainment
- **Reasonable adjustments** – changes that the school must make to remove or reduce any disadvantages caused by a child's disability

- **SENCO** – the special educational needs co-ordinator
- **SEN** – special educational needs
- **SEND** – special educational needs and disabilities
- **SEND Code of Practice** – the statutory guidance that schools must follow to support pupils with SEND
- **SEND information report** – a report that schools must publish on their website, that explains how the school supports pupils with SEND
- **SEND support** – special educational provision which meets the needs of pupils with SEND
- **Transition** – when a pupil moves between years, phases, schools or institutions or life stages