



## Chipping Hill Primary School

### Special Educational Needs Information Report 2025-2026

This document should be read alongside the [SEND Policy](#) which gives further detailed information on the school approach to SEND.

	Information About Our Provision
<b>School ethos for SEND</b>	<p>Almost all children experience difficulty at some time in their school career, albeit at different levels. The difficulties may be learning, behavioural, emotional/social, speech and language, medical or physical. Children may have already experienced difficulties prior to starting school although it may manifest itself at any time. A child is considered to have Special Educational Needs where their learning or disability calls for special educational provision, that is provision different from or additional to that normally available to pupils of the same age. All children need different levels of support at different times and as a whole school we work together to identify the individual needs of each pupil and decide on the best course of action at any given time.</p>
<b>1.The arrangements for consulting parents of pupils with special educational needs</b>	<p>At Chipping Hill Primary School we see parents and carers as partners in the process of the education and development of their child. We want to work closely with you to ensure that your child grows and develops into an independent and resilient young person able to cope with their life. Children experiencing difficulties in their learning will be initially supported by differentiation in their work and support by the class teacher and support staff. If children need additional support, the class teacher will liaise with the school's Inclusion Manager or SENCO (Special Educational Needs Co-ordinator). The Inclusion Manager, SENCO or class teacher will meet with the parent/carer to discuss the next steps which could include:</p> <ul style="list-style-type: none"> <li>• Referral to the Speech and Language Therapist Service</li> <li>• Advise parents to take their child to see their GP</li> <li>• Referral to CAMHS (Child and Adolescent Mental Health Service)</li> <li>• Referral to the Educational Psychologist service</li> <li>• Referral to the school Inclusion Partner</li> </ul> <p>When a child is placed on the schools Special Educational Needs register, we will continue the consultation and review process with parents through:</p> <ul style="list-style-type: none"> <li>• Termly parent's meetings to review progress</li> <li>• Additional individual meetings to discuss specific targets that have been set for your child and their progress towards these</li> <li>• Where children have an EHCP there will be an Annual Review Meeting.</li> </ul> <p>We have an open door policy and parents are able to communicate with staff at any time.</p>

<b>2.The arrangements for consulting young people with special educational needs about, and involving them in their education</b>	<p>At Chipping Hill Primary School we ensure children's involvement at every stage of their education. We will have age appropriate conversations with children about targets, progress and views and will record these accordingly. We will involve children in setting next step targets, strategies to achieve those targets and time scales for review, including (where applicable) the One Plan/Annual Review meeting.</p>
<b>3. The name and contact details of the SEN Co-ordinator</b>	<p>The school Inclusion Manager (Special educational needs co-ordinator) is Mrs Natalie Gable. She is also a qualified teacher and has worked at the school in this role for many years. The SEND Team is made up of a number of staff who all have many years of experience working at Chipping Hill Primary School. The team is made up of:</p> <ul style="list-style-type: none"> <li>• Mrs Gable is the school Inclusion Leader and works on a Monday, Tuesday and Wednesday.</li> <li>• Mrs Rachel Fairclough is also a qualified SENCO and class teacher. She works alongside Mrs Gable in the SENCO role on a Wednesday and Thursday.</li> <li>• Mrs Ann Duncan is the school's Speech and Language Co-ordinator.</li> <li>• Mrs Louise Dickinson is the school's Speech and Language and Additional Needs Assistant.</li> <li>• Mrs Lynne Summers is the school's Family Liaison Officer and works on a Monday and Tuesday.</li> <li>• We also have a Pastoral Team (Alison Lacey and Lynsey Phillips) who are overseen and managed by the SEND Team.</li> </ul> <p>All of the members of the SEND Team can be contacted via the school office.</p>
<b>4.Any arrangements made by the governing body or the proprietor relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at the school</b>	<p>We want to know when things aren't right with your child's learning or well-being. Should you have any concerns, we would recommend the following steps:</p> <ul style="list-style-type: none"> <li>• Your first approach is to contact the class teacher, Inclusion Manager or SENCO either through a letter, email, phone call or in person. We aim to resolve any issues swiftly, coming to mutual understanding and agreement.</li> <li>• The next step should be to contact the Headteacher or Deputy, again either through a letter, email, phone call or in person.</li> </ul> <p>We cannot resolve any problems that we are unaware of, so please share your concerns early so that they do not become a problem.</p> <ul style="list-style-type: none"> <li>• The schools Governors are the next stage in trying to resolve a complaint. Contact information is available through the school office</li> <li>• If your child has an EHCP and none of these stages resolve your complaint then you can go to the Local Authority who retain responsibility for your child's education and the education section of the EHCP.</li> </ul> <p>You can find the schools Complaints Policy on our website or request a copy from the school office.</p> <p>If your concerns are about Health or Social Care and the support that these partner colleagues and organisations provide to you or the school, we can help you to find the right contacts to try to resolve the issues. The school cannot make other services act. Both health and social care have complaints procedures you can follow. Talking about concerns early and understanding who can help to resolve them is important to getting a prompt response.</p>

<b>5.Information on where the local authority's local offer is published</b>	<p>This can be found by visiting <a href="#">Essex County Council: Special Educational Needs and Disabilities (SEND)   Essex Local Offer</a></p>
<b>6. Information about the school's policies for the identification, assessment and provision for pupils with special educational needs, whether or not pupils have EHC plans, including how the school evaluates the effectiveness of its provision for such pupils. This should also include what additional learning support is available, activities and emotional support which is additional to those available for all pupils</b>	<p>At Chipping Hill Primary School identification and provision follows a graduated approach.</p> <ul style="list-style-type: none"> <li>• Concerns are first raised and addressed through normal classroom practice.</li> <li>• Transition arrangements for children joining Reception are robust and the Inclusion Manager, SENCO, Speech and Language Co-ordinator and class teacher are closely involved where additional needs are made apparent.</li> <li>• We regularly monitor and assess children's learning and progress and discuss this at least termly with parents.</li> <li>• A range of assessments and interventions that are scrutinised to measure impact and progress.</li> <li>• We have a range of additional interventions to support children's learning and development.</li> <li>• Targets are developed in collaboration with staff, specialists, other professionals, your child (where possible) and parents.</li> <li>• We have a Pastoral Support Team who offer support for children with their emotional well-being.</li> <li>• A comprehensive transition programme supports children throughout the school.</li> <li>• Families are expected to liaise with the school and form a strong partnership to meet the needs of their child.</li> <li>• All pupils with SEND take part in all aspects of school life.</li> </ul> <p><a href="#">Please see the school's SEN Policy for further information.</a></p>
<b>7. Information on the kinds of special educational provision made in the school</b>	<p><a href="#">We believe that it is important that we support all children in developing their independence skills. We want our children to feel part of the whole class and therefore, where possible, children will be supported accordingly in class. This means that children who require support, do not necessarily receive this on a 1-1 basis and may often work as part of the whole class or a small group where we believe this is appropriate.</a> We use a wide range of approaches to support the development and learning of pupils with SEND. This may include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• Individual work with an adult on targets set on the child's plan.</li> <li>• Working with an adult in a small group of pupils with similar levels of achievement on targets set on a child's plan.</li> <li>• Targeted interventions to ensure learning, physical and emotional challenges are addressed as well as any health issues a pupil might have.</li> <li>• Use of health and social care colleagues e.g. Speech and Language Therapist, Occupational Therapist and Physiotherapist, EP (Educational Psychologist), Paediatricians and Occupational Health, School Nurse Team, Essex Child and Family Wellbeing Team, Family Solutions, CAMHS (Child and Adolescent Mental Health Service).</li> <li>• Use of the Inclusion Partner.</li> <li>• Use of a wide variety of quality resources to support learning.</li> </ul>

<b>8. Information about the expertise and training of staff in relation to children and young people with special educational needs and about how specialist expertise will be secured</b>	<p>SEND is an integral part of the overall School Development Plan, which is reviewed termly by governors. The Inclusion Leader/SENCO makes contact with any additional services required. This may be through the LA (Local Authority) or through health services and other providers.</p> <p>Staff and support staff are trained to support SEND through whole school training or focused individual training needs. This may be in house training or training that is available from an outside provider.</p>
<b>9. Information about the school's policies for making provision for pupils with SEN including evaluation of effectiveness, assessment and reviewing progress, adaptations to curriculum, additional support and wider support</b>	<p>The School's SEND policy is available on our school's website. The Teaching and Learning policy, including assessment, states how we track children's progress and is also available on the school's website.</p> <p>The Inclusion Manager/SENCO attends progress meetings with year group teachers, looking at individual children's targets and monitoring progress towards those; identifying next steps and support/interventions.</p> <p>Any reports from outside professionals e.g. Inclusion Partners, Speech and Language Therapists and Health will inform additional support.</p>
<b>10. Information about how equipment and facilities to support children and young people with special educational needs will be secured</b>	<p>At Chipping Hill Primary School we provide a good level of access and equipment for all pupils within the school. Some individual learners will need specialist equipment or resources. Where such a need arises, we work closely with the LEA and relevant health professionals to ensure that our school environment meets their needs. Examples of this are use of disabled toilets, modified furniture, access to laptop and tablet technology. Our school is all on one level meaning that classrooms and outdoor areas are easily accessible</p> <p>Parents are invited to visit the school and meet with the Inclusion Manager, SENCO or Head Teacher to discuss the range of resources available and any additional equipment that may be needed. Our Governors plan and budget for SEND to ensure that all pupils with SEND take part in all aspects of school life including our out of school activities. We ensure all children participate in the full range of opportunities and events arranged by the school, including educational visits.</p>
<b>11. How the Governing body involves health and social care bodies, local authority support services and other bodies in meeting the needs of pupils with SEN</b>	<p>Our Governing Body is committed to meeting the aims of the school. Their mission statement is explicit and they manage the school's budget to ensure best value and an effective use of resources.</p> <p>The Governing Body demonstrate good financial management, thus the building and resources are fit for purpose and fully inclusive.</p> <p>The school's Inclusion Manager and SENCO can signpost, recommend and instigate links to services to meet identified needs. The SEND governor meets regularly with the Inclusion Manager and SENCO and reports back to the Governing Body. The Inclusion Leader, SENCO or Headteacher reports to the Governing Body termly.</p>
<b>12. The contact details of support services for the</b>	<p>Parents who need advice on any other services or information regarding support for their child can arrange an appointment with the class teacher, Inclusion Manager or SENCO.</p>

<p><b>parents of pupils with special educational needs, including those for arrangements made in accordance with clause 32</b></p>	<p>Contact details of support agencies will be available through the local authority's Local Offer. Alternatively parents can ask for advice through the school Inclusion Manager or SENCO. SENDOPS (Special Educational Needs Operations Service) are also able to provide up to date advice and information. (SENDOPS is part of Essex Local Authority). The service works with schools, pre-schools, parents/carers and others to ensure that children with special educational needs get the support they need. Information can be found via their website <a href="#">SEND Operations Team   Essex Local Offer</a></p> <p>We currently have access to:</p> <ul style="list-style-type: none"> <li>• Educational Psychologist visits from the Local Authority</li> <li>• Speech and Language Service (NHS Provide)</li> <li>• Occupational Therapy Service (NHS Provide)</li> <li>• Physiotherapy Service (NHS Provide)</li> <li>• Inclusion Partners from the Local Authority</li> <li>• Social Care</li> <li>• School nurse</li> <li>• Health services</li> <li>• Well-being services</li> </ul> <p>Should you require any further information on these services then please contact the Inclusion Manager/SENCO.</p>
<p><b>13. School arrangements for supporting pupils transferring between stages of education and preparing for independent living</b></p>	<p>Children with SEND transferring to the next stage of education will be well prepared to meet the challenge. The Inclusion Manager or SENCO and teachers involved will meet the receiving school and discuss the child's needs. Parents will be invited to discuss the development and well-being of their child and all relevant paperwork will be passed on. A transition and induction process will be discussed to make the step to the next stage easier. This might involve visits from staff to the different settings and/or the pupil making visits to the next school.</p>