



Excellence From All

Policy Document

Cliffe Woods Primary School

SEND Information Report

September 2025

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| Unique Reference Number (URN): | 136859 |
| Written By: | Mrs R Galea-Baker (SENDCo) |
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PROUD TO BE
Aletheia
Academies Trust



How Cliffe Woods Primary School will support your child

All children are unique and have different strengths and weaknesses within the school curriculum. They are all individually assessed, and some may need extra support. Additional support, and how it is delivered, is set out formally in our SEND policy.

Children are defined as having Special Educational Needs if they have a learning difficulty which requires special educational provision to be made for them, over and above the high-quality inclusive teaching which takes place in all classes. A learning difficulty means that the child has greater difficulty in learning than most children of the same age and may require work that is 'different from or in addition to' work provided for their peers. A child has a disability if they have a physical or mental impairment that is substantial and long term (lasting for more than 12 months), and which has an adverse effect on their ability to carry out normal day-to-day activities. The disability prevents or hinders the child from making use of educational facilities of a kind generally provided for others of the same age.

"If you think your child may need extra support: speak to your class teacher, the SENDCo (Mrs Galea-Baker), or the Headteacher (Mr Bernard). Support will follow our graduated approach (assess, plan, do, review)."

At Cliffe Woods Primary School we use a graduated approach. The graduated approach involves focusing on three key elements - an analysis of the pupil's needs, using assessment information from professionals working with the pupil and considering the pupil and parent/carers views.

The provision is underpinned through a cycle of **‘review’, ‘assess’, ‘plan’** and **‘do’**.

Special Educational Needs and Disabilities (SEND) fall into the following broad categories, which include:

- **Communication and interaction** e.g; autistic spectrum disorder, speech and language difficulties.
- **Cognition and learning** e.g; dyslexia, developmental co-ordination disorder.
- **Social, emotional and mental health difficulties** e.g; attention deficit hyperactivity disorder (ADHD), Anxiety, OCD.
- **Sensory and/or physical needs** e.g; physical disabilities; visual impairments, hearing impairments, sensory processing difficulties, epilepsy.

As each child is an individual, we endeavour to give support that is specific to their needs rather than a ‘one size fits all’ approach.

Key Staff and Expertise

Rachel Galea-Baker, who is SENDCo and leads the SEND team, has completed the National Award for Special Educational Needs Co-ordinator and has an MA in Education and Social Justice. Mrs Jayne Tinkler is the school’s Pastoral Support Lead and has a qualification as the Senior Mental Health Lead and Ms Melanie Clear is another member of the Pastoral team. We all work together to support children and families and ensure that children with special educational needs are being met.

Contact details are: 01634 220822/ send@cliffewoods.medway.sch.uk



All teachers and support staff have a wide range of experience and have undertaken training in a variety of areas including:

- Safeguarding and Child Protection
- Autism Spectrum Condition as well as PDA
- Team Teach/ Positive handling
- Trauma Informed Practices
- Therapy through Play/ Drawing and Talking Therapy/Lego Therapy
- ELSA (Emotional Literacy Support Assistant)
- Mental Health
- Down Syndrome
- Sensory Processing Difficulties
- Phonics
- Positive Behaviour Management
- Attachment Disorder
- Dyslexia

Some staff have had specific training for supporting children with behavioural difficulties, ADHD, or Little Wandle Letters and Sounds. Occupational Therapists and the Speech Therapist also come into the school to model and advise staff on how to carry out the programmes they devise for specific children.

What is the Local Offer?

The Local Offer is an online hub that lets young people with special educational needs and disabilities (SEND) and their parents and carers know what services are out there for them, and how they can access them.

Here you can find information and advice on the services available in and outside of Medway, including around education, health and social care.



You can visit Medway's Local Offer website at: www.medway.gov.uk/localoffer . This link can also be found on our school website at [SEND at Cliffe Woods: Special Educational Needs and Disabilities](#).

What will it do?

The Medway framework will allow the Local Offer to provide parents/carers with information about how to access services in their area, and what they can expect from those services with regard to education, it will let parents/carers and young people know how school and colleges will support them, and what they can expect across the local settings. In consultation with parents and carers and other agencies, the Local Offer Steering Group developed 14 questions for schools, which reflect their concerns and interests. Please see our school's response to these important questions:

1. How does Cliffe Woods Primary School know if children need extra help?

Some children may struggle in particular areas of the curriculum and will need additional support from other adults or activities to help them to progress.

We know when pupils need help if:

- Concerns are raised by parents/carers or teachers;
- Information is passed through the transition process from neighbouring pre-schools or nurseries;
- There is a lack of progress within a particular curriculum subject or basic skills such as reading and writing;
- Poor attainment within national tests, year group assessments or teacher assessments;
- Noticeable changes in the pupil's behaviour, motivation and attitudes towards learning
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If you have any concerns about your child's progress or behaviour, then contact your child's teacher or the Special Educational Needs Coordinator (SENDCo).

Risk assessments and access plans will be produced if required for children with disabilities on admission to the school.

2. How will I know how Cliffe Woods Primary School supports my child?

Learning tasks will be adapted as appropriate to suit your child's individual needs. This may include additional general support by the teacher or support staff in class.

If your child has needs within a specific area, for example reading or solving calculations, then he/she will be placed within a small focus group. This will be led by the class teacher or teaching assistant. The class teacher will inform you as parent or carer of the frequency, duration and type of support that will be given. After a short period (approximately every 12 weeks) the teacher will report on the progress of the child. For some pupils an individual School-based Support Plan will be given to the parents with this information detailed on it. This is part of the Graduated Approach (assess, plan, do and review)

Within school, staff will have pupil progress meetings which are held at regular intervals to discuss the progress of children within each year group. This is an opportunity to discuss individual children's progress and identify whether further support is necessary.

Sometimes a pupil may need more specific support through an outside agency, for example, Behavioural Outreach Support, Educational Psychologist, Speech Therapist, Occupational Therapist, Emotional Support Teams, School Nursing Team, Medway Community Health Care, small steps parenting programmes. Any required referral forms will be completed with the parent or carer and sent to the most appropriate agency. Once relevant observations/assessments are recommendations for support may be sent to both the school and parents to carry out.

If your child is on the Special Educational Needs/Disability register parents are provided with a copy of the individual SEND School-Based Support Plan outlining the additional provision provided by school to support their additional needs. Parents are able to meet with the SENDCo throughout the school year and this plan gets discussed during parent teacher meetings. The child's strengths and areas from improvement are discussed and the support and aims are agreed. These are reviewed by the class teacher and parents three times a year Term 1, Term 3 and Term 5. The child's view of school and their progress is also gathered and contributed to this plan.

3. How will the curriculum be matched to my child's needs?

At Cliffe Woods Primary School our Curriculum design is based upon the following 3 main principles:

1. learning is most effective with spaced repetition.
2. Interleaving helps pupils to discriminate between topics and aids long-term retention.
3. Retrieval of previously learned content is frequent and regular, which increases both storage and retrieval strength.

Learning tasks are planned to meet your child's individual needs within the curriculum.

For pupils with sensory and/or physical needs, specialist equipment may also be provided, for example, sensory aides, timers, specialised pens or pencils, writing slopes.

4. How will I know how my child is doing?

The class teacher for your child will keep you updated on how your child is doing within the curriculum during parents' evenings, a written school report, any extra meetings that either yourself or the teacher has arranged after school or as part of the parent/school support agreement.

Contact between parents and teachers is via email or through the school office; or during drop off or pick up times. All children in EYFS have contact books for any day-to-day communication needed.

Each morning members of the Senior Leadership Team, SENDCo and the pastoral team are on the school gates. They are available for parents to briefly 'check in' or share any messages they would like to.

As previously mentioned, pupils on the SEND register will have an individual School-based Support Plan which outlines the extra support the child receives as well as documenting the progress being made within each provision given. A copy of the reviewed and new School-based Support Plan is given to parents three times a year.

Opportunities are given to meet with the SENDCo at parent evenings to discuss your child's support. Individual meetings can be arranged where necessary to discuss further help with the SENDCo through the school office. If outside agencies are involved, plans for activities will be set up through them for the home and school to follow. They will generally report on the child's progress either at an assessment or a review.

5. What support will there be for my child's overall well-being?

Cliffe Woods Primary prides itself on the very high quality of pastoral support provided to all pupils. The pastoral team, class teachers, teaching assistants and the SENDCo are always available for pupils who wish to discuss any concerns or worries they may have. Children can put a post-it note on the door of the pastoral office with a message for the team who will follow that up.

A variety of different activities are available at lunch times to including quieter areas and reading areas.

Social Skills intervention, Lego Therapy, Talk-time and Therapy Through Play led by members of the pastoral support team and TAs are offered to pupils who require this support. Barney our therapy dog also visits weekly in school. He is a popular member of our community, and all children get the opportunity to spend some time with him throughout the academic year.

We have a child psychotherapist available who provides therapeutic support for children who may require a higher level of support.

As of September 2024, we are pleased to be joined by an additional member of staff Dan from the Emotional Support Teams. He is allocated to our school once a week and will be supporting whole classes, parents, staff and work alongside some pupils directly.

If your child finds lunchtimes challenging, there is a Hub Club run by a member of staff, where fun activities are available to encourage social skills within a relaxed area. The computing suite is also available twice a week for children who wish to attend.

Please refer to the website for further information on our pastoral and mental wellbeing support offer.

Pupils with medical needs

If your child has a particular medical need then an Individual Care Plan will be put in place which is agreed between the parents/carers and staff. These care plans get updated and reviewed annually or as required.

All staff have completed basic First Aid training, Epipen training and a few members of staff have completed the enhanced First Aid training. Relevant members of staff have also completed Diabetes training. If your child has an asthma pump, it is kept in their classroom with them. We ask that parents ensure the medicine is within its expiry date and update the school if relevant medication needs change.

6. What specialist services and expertise are available at or accessed by the school?

Outside agencies are accessed at various times by the school when specific expertise is required. The following agencies which can be accessed by the school include:

- AAP (Attendance Advisory Practitioner)
- CAMHS (Child & Adolescent Mental Health Service)
- Child Protection Advisors
- Child Psychotherapist
- Children's Therapy Team (Speech and Language/Occupational Therapy)
- Educational Psychologist
- Family Solutions
- Fortis Trust Outreach Team (Behaviour Support)
- Learning Support Solutions
- Medway Community Health (Paediatricians, therapists, nurses)
- Medway Parents and Carers Association
- Marlborough Outreach Services (ASD Specialists)
- Medway Sensory Service (Visual and Hearing Impairment support)

- Occupational Therapist
- School Nurse / Community Nursing team
- Social Services
- Speech and Language Therapist and Speech and Language Assistants

Support is available through Medway's Educational Psychology service should the school see the need for their particular expertise in offering advice and support for children who present with more complex profiles.

7. How will my child be included in activities outside the classroom including school trips?

All children are encouraged to be involved in roles of responsibility, for example: playground friend, school council, eco monitor, reading ambassadors and prefects. Activities and school trips are available to everyone as they are a valuable element of the curriculum at Cliffe Woods Primary school. Risk assessments are carried out and procedures are organised to ensure all children are able to participate and are included.

If a health and safety risk assessment suggests that an intensive level of support is needed for your child, additional staff are taken and you, the parent, may be invited to accompany your child during to support.

8. How accessible is the school environment?

All rooms accessed by the children are on the ground floor with a ramp leading to the KS1 playground and an additional ramp leading to the KS2 playground. An additional ramp is being planned for the entrance to school hall from playground. There are wide doors through each distinct area of the school. Two accessible (disabled) toilets are available on site.

9. How will the school prepare and support my child when joining Cliffe Woods Primary or transferring to a new school?

We endeavour to make transition between schools a positive and smooth experience and use a variety of strategies to prepare your child for this change in their life: Foundation Stage teachers and when necessary, the SENDCo visit local pre-schools and nurseries. Pre-school children visit either with their parents and/or with their key worker from Pre-school. Extra visits can be arranged if your child has specific needs or extended transition has been recommended.

Class teachers discuss individual children's needs with each other as children move through the school. A transition time is arranged for children to meet their new teachers. Children with specific needs around transition may have extra activities and support and different opportunities in preparation for a new year group.

Year 2 children have both informal and formal activities to introduce them to the differences between KS1 and KS2. Year 6 Class teachers and the SENDCo meet with Secondary school representatives in the Medway area. KS3 staff also meet with groups or individual pupils transferring to their school. The pupils also visit their new school sometime within the summer term. Any extra visits or activities that are needed for children with specific needs are arranged in consultation with teachers, parents and the child concerned.

All information about a child's special educational needs received, and progress achieved by the child are passed from the SENDCo to the new school. Paper files are handed over the school and any online information is transferred.

Children with specific transition needs complete an information booklet about themselves and information they wish their new teacher to know. This is passed onto their next teacher. In addition, if required children are provided with a social story which they take home over the summer break to support transition and prepare for change.

10. How are the school's resources allocated and matched to the children's special educational needs?

Your child's needs are assessed on an individual basis, rather than a 'one size fits all' policy. At Cliffe Woods we do our utmost to meet children's needs with the resources we have.

The school receives a nominal SEND budget, which is used to fund additional support staff, external agencies including occupational therapists, speech and language therapists, learning support services, additional resources as well as required training and professional development.

Where possible additional resources are allocated according to a child's individual needs and come from the SEND budget set each financial year. Additional provision (above and beyond non-SEND children) is recorded on a child's individual School-based support plan. The SENDCo also records provision on Provision Maps, which are reviewed to assess impact and allocation of resources.

If a child has an Education Health Care Plan (EHCP) then additional funding may be allocated through a banded system by the Local Authority. The amount of funding which may be allocated is determined by the SEN team at Medway not the school and is based on the child's needs as outlined in the EHCP.

11. How is the decision made about how much support my child will receive?

If a child has an Educational Health Care Plan, we ensure the statutory requirements are met in discussion with other experts, outside agencies and, recommendations from specific medical reports. Some examples include:

- Occupational Therapists or Speech and Language therapists;
- Paediatricians;
- Class teachers' discussions/assessments;
- Assessment data;
- Parents and SENDCo meetings; and
- Information about support provided from a previous school or pre-school.

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

- Meetings with the class teacher (as part of the Graduated Approach to review and plan your child's next steps);
- Reviewed and updated school-based support plans;
- Attending parents evenings throughout the year;
- EHCP Annual reviews/PEP reviews (if a child is in Care);
- Have Your Say group run by the Headteacher Mr James Bernard each term;
- Involvement with the PTA;
- Discussions with the SENDCo; and
- Each Year Group sends an information newsletter home three times a year to inform you of the topics they are learning and any themed days they have planned.

13. How will my child be involved in their education?

At Cliffe Woods primary school, all children are at the heart of their learning. Collaborative learning styles are at the centre of teaching and learning. High Quality Inclusive Teaching strategies employed in all classrooms ensure that children with SEND see themselves as learners, are aware of their strengths and are also aware of areas of learning which they are developing. Specific areas where children are involved include:

- Contributing to their individual School-based Support Plans three times per year;
- Being invited to Annual Reviews as appropriate;
- Ongoing access to pastoral support whenever required;
- Opportunities for discussion with teachers and support staff with a focus on needs and next steps; and
- Opportunities for children to discuss their needs and celebrate their achievements however big or small with SENDCo and Head of School.

14. Who can I contact for further information?

- Cliffe Woods Primary School has an *open-door policy*, where, at the end of the school day, you may pop in to speak to your child's teacher.
- You can also contact the Class teacher via email or through the school office at admin@cliffewoods.medway.sch.uk
- If queries are about special educational needs, then you may contact the SENDCo via SEND@cliffewoods.medway.sch.uk ; on the phone at 01634 220 822
- Mr James Bernard Headteacher (through the school office)
- The school website – www.cliffewoods.medway.sch.uk where you can find the school's SEND policy.
- Medway Council's Local Offer for SEND – available at www.medway.gov.uk/localoffer



15. What do I do if I have a complaint about SEND provision?

The complaints procedure is laid out in the Complaints Policy which can be found on the school web site - www.cliffewoods.medway.sch.uk