St Cuthbert Mayne Catholic Primary School

Special Educational Need and Disabilities Information Report

This document will have due regard to legislation, including but not limited to: Children and Families Act 2014 Health and Social care Act 2014
Equality Act 2010

Mental Capacity Act 2005 Children's Act 1989

This policy will consider statutory and non-statutory related guidance, including, but not limited to: SEN Code of Practice 0-25 (2014)
Supporting Children with Medical Conditions
Keeping Children Safe in Education

Working together to Safeguard Children.

For the purposes of this report the terms "Disability" and "Special Educational Needs" are as defined in the Acts.

Reviewed October 2026

	St Cuthbert Mayne Catholic Primary School	St Cuthbert Mayne Catholic is a Mainstream Co-educational Catholic Primary School. St Cuthbert Mayne School educates children within the mainstream whilst meeting their Special Educational Needs and disabilities as outlined below;
	Questions	School Response
1	**How does St Cuthbert Mayne Catholic Primary School know if young people need extra help and what should I do if I think my child may have special educational needs or a disability?**	The progress of all students is monitored regularly through termly assessment by class teachers, phase leaders and the Senior Leadership Team so that when a student is not making expected progress in a particular area of learning the school can identify the need for additional support. This will then be discussed with parents/carers and the student concerned (if appropriate). If parents/carers have concerns about the progress or attainment of their child, they should in the first instance make an appointment to speak to the class teacher to discuss their concerns or alternatively they can speak to our Special Needs and Disability Coordinator (SENDCo)
2	**How will St Cuthbert Mayne Catholic Primary School staff support my child?**	When we identify the need for additional support to enable a student to make expected progress, parents/carers will be invited to a meeting at the school with the classteacher and/or the school SENDCo to discuss a plan of support. This Learning Support Plan will detail what sort of provision is in place, what outcome is expected, who is providing it and for how long.

		Our pupils are encouraged to take part in the planning of their targets and their view is central to the discussion. All the intervention programs we use are evidence based and known to support students to make increased progress. We will monitor the progress of all students receiving additional support to ensure that the provision we have put in place is having the impact we are expecting through half termly assessment and reporting and at the end of each intervention if appropriate. Governors are responsible for monitoring the effectiveness of the provision in place for students identified with SEND and they will receive a report from the SENDCo on the progress of students with SEND.
3	**How will the curriculum be matched to my child's needs?**	All teachers are provided with information on the needs of individual pupils so that they can plan the learning within our curriculum to ensure that all students are able to make progress. If, for example, a student has Speech, Language and Communication Needs teachers will use simplified language and pictures to support them to understand new vocabulary. Lessons will be adapted in an inclusive way for children to gain independent skills whilst still feeling supported. St Cuthbert Mayne work to ensure that children remain in their lessons and are not educated outside of their classes. Where children have interventions as part of their provision, these will either be offered before the lessons start for the day, or at the end of the day. If interventions take place during school, these will be offered on a 'rolling timetable', so children do not miss the same lesson each week for the duration of the intervention.
4	**How will both you and I know how my child is doing and how will you help me to support my child's learning?**	Parents/carers will be invited to a review meeting along with their child (if appropriate) in Oct/Nov and Feb/March during the parents evening meeting slots. Discussion will take place about the student, the support that the school are providing, evaluate impact and success and support the parents/carers in knowing how they can help their child at home. Parents will be provided with a written document in the form of a learning plan. A learning plan will be provided if pupils require shorter term SMART targets to track smaller steps of progress. At this meeting we will talk about the progress your child is making and share ideas about how we can together help further. If it is appropriate, Specialists may advise teachers and support with your child's provision.

5	**What support will there be for my child's overall well-being?**	At St Cuthbert Mayne we recognise the importance of developing good self-esteem and a positive sense of self. We strive to ensure that every child has the opportunity to develop physically, emotionally, socially and intellectually. We run a comprehensive PSHE, (Personal, Social, Health and Economic) curriculum in all year groups. There is a clear progression across each key stage which enables children to develop, explore and build on prior learning in an age-appropriate manner. We also provide support for pupils to improve their emotional and social development in the following ways: • The support for all pupils is rooted in a strong Catholic ethos which celebrates the unique value of each individual. • We have an Emotional Literacy Support Assistants (ELSA) and they offer individually targeted support for children. Children can be referred by teachers or their parent. • Students with SEND are invited to come to join a 'Calm Club' at lunchtime. There are also other lunchtime zones available. • We offer Lego Therapy on a referral basis. This is provided by our trained practitioner. • We work closely with other agencies and teams. • Pupils with SEND are encouraged to be part of the School Council and be involved in pupil voice. • We hold weekly celebration assemblies to mark the successes of our children across all year groups. • St Cuthbert Mayne operates a zero-tolerance approach to bullying. Bullying can take many forms and we explicitly teach what these look like with a focus on learning what to do/who can help if bullying is experienced both directly or indirectly. We address the cause of the bullying as well as dealing with the negative behaviours. This ensures that every child feels valued and safe. • Students with identified SEND are mentored regularly by members of the SEN team. • Attendance is closely monitored daily and discussed at regular meetings with the Senior Leadership Team. • Children are supported and encouraged to ask for help should they need it.

6	**What specialist services and expertise are available at or accessed by St Cuthbert Mayne Catholic Primary School?**	St Cuthbert Mayne has a number of internal staff who work alongside the SENDco and class teachers to offer expertise and support, these include; • 1 qualified ELSA • 11 Learning Support Assistants (LSAs) All staff receive ongoing training in SEND annually as part of a rolling programme of CPD. As a team we can provide support for SEN in the areas of; **Communicating and Interacting/Speech, Language and Communication**, for example, children who have speech and language or communication difficulties which may make it more difficult for them to access learning or communicate with others. **Cognition and Learning**, for example, a child has a particular difficulty in a certain area of the curriculum, or across the board, they may have difficulty acquiring skills on which further learning depends and/or they may learn at a slower pace than their peers. **Social, emotional and mental health** challenges, for example, where children may have difficulties managing their relationships with others, find it challenging to control their emotions or behave in a way which hinders their own learning or that of other children. **Physical and/or sensory needs**, for example, children who may have physical needs that mean they need additional support, these may include visual/auditory needs. St Polycarp's has a number of internal staff who work alongside the SEND team to offer expertise and support these include; • Trained ELSA's • Trained ELKLAN LSA's • Trained Play Therapist • Trained NELI LSA The Xavier Multi Academy Trust provides additional staff who can come into school and support your child, these include; • Educational Psychologist Additionally, The Xavier Multi Academy Trust provides staff who can come into school and support your child, these include; • An Educational Psychologist • A Safeguarding Lead Advisor • An Inclusion Lead We have also developed good relationships and work closely with a number of external advisors who may also come into School, to work alongside the SEND

		team. These experts and available to us from Surrey LEA and these currently include; • Speech and Language Therapist • Language and Learning Support Advisory Teacher • Behaviour Support Advisory Teacher • Hearing Impaired Advisory Teacher • Visually Impaired Advisory Teacher • REMA support teachers • Educational Psychologist St Cuthbert Mayne School also sources external support from; • ADHD Outreach Service • School Nurse • Primary Mental Health Nurse • ASD Outreach service (Freemantles) • Mindworks/CAMHS It is our policy to work proactively with all professional agencies whose expertise can be called upon to support our children.
7	**What training are the staff supporting children and young people with SEND had or are having?**	The SENDCo, teachers and support staff regularly receive training both in the school and through the Xavier CET. The LSA's are fully trained to support your child in the classroom effectively. Further training is provided where relevant to support the individual needs of your child. Our SENDCo attends termly network meetings with Xavier CET.
8	**How will my child/young person be included in activities outside the**	All students are invited on all activities and school trips; this can involve support from an LSA, or additional member of staff. Parents with additional concerns may be invited in to discuss this with staff and other professionals. An individual Risk Assessment may also be written to support your child.

	classroom including school trips?	
9	**How Accessible is the school environment?**	St Cuthbert Mayne is a one form entry primary school comprising of both older and more modern buildings. The classrooms are spread over 2 floors with Year 5 and 6 being on the first floor and all other classrooms on the ground floor. Our Facilities include; • A lift which provides access to the first floor • Level playground that accessible to all. • Wide doors and wide corridors for wheelchair access. • Disabled toilets are accessible and located close to the front entrance. • Students with SEND may be offered computer aided technology to support them in lessons or activities if it promotes their learning and progress. • Students with SEND are part of the conversation around meeting their needs. This is done in an age-appropriate manner. • There is high contrast on stairs throughout the school. Additional information can be found in the Schools Accessibility Plan.
10	**How will St Cuthbert Mayne Catholic Primary School prepare and support my child to join the school, transfer to**	**Early Years Foundation Stage** • All children joining the school in Reception will have the opportunity to visit the school during transition sessions carried out in July. They will be able to meet their teacher/s and explore their new classroom.

	a college or the next stage of education and life?	• Pre-school settings of the children are contacted or visited and information about individual needs is shared. • The reception class teacher will talk to the parent or carer (usually over the phone) before the child starts in school to ensure that important information is shared. Any parental concerns may be shared during this time. • Parents are asked to complete a questionnaire about their child in the Summer term so that school can consider the responses and respond where necessary. **Key Stage Two** • In year 5 all children are invited to attend a taster day at St Peter's Catholic Comprehensive School irrespective of whether this will be the school to which they will transfer for their Key Stage 3 and 4 education. • Yr 5 parents of all SEN children are given extra support in selecting the most appropriate school for their child. • Teachers from St Peter's and Glebelands Secondary Schools come to talk to the children during year 6 about secondary education and the opportunities available in each school. Both schools offer open days/evenings where children and parents can visit. • Year 6 children prepare for transition during additional sessions with their LSA or ELSA if appropriate. • Children can be accompanied to tour their new school with the SENCO. • The SENDCo's from both provisions meet early to discuss needs and smooth transitions. Both schools offer open days/ evenings where children and their parents/ guardians can view the school and hear from/ talk to current pupils and staff. Once secondary schools have been allocated a discussion takes place between our school and the appropriate secondary school about each pupil transferring to them. This gives an opportunity for us to highlight the strengths and needs of each child and the support they have received so far. SEND Records are transferred. Towards the end of the Summer Term in Year 6 the children are invited to induction day/s in the secondary school to which they will be transferring. The organisation of this differs from school to school but all children will have visited their new school before leaving us. For children with particular needs additional visits during the school day and in some cases in the evening are offered and special arrangements are made to meet the needs of individuals. We encourage all parents/guardians of children with

		SEND to speak with the SENDCo of the school to which their child is transferring during Year 6, where resources allow, support, to do so, can be offered by either from the SENDCo.
11	**How are the St Cuthbert Mayne Catholic Primary School's resources allocated and matched to children's special educational needs or disabilities?**	A tailored package of support is carefully matched to each student's needs as they evolve. This can include social support, Learning Support Assistant support in lessons, small group intervention or one-to-one intervention and IT support. Small group/one to one support usually happens within the classroom environment unless there is a specific reason why this cannot happen. Resources may be adapted to support visually impaired students and those with Specific Learning Difficulties.
12	**How is the decision made about what type and how much support my child will receive?**	Where a child is not making sufficient progress the Class teacher, Phase leader, LSA's and SENDCo may feedback, make assessments and make amendments to the provision as appropriate. Assessment is made regularly through monitoring tests to assess impact of interventions and all interventions are measured to track progress. Where relevant, external professionals may support with the adaptation of provision.

13	**How are parents involved in the school? How can I be involved?**	At St Cuthbert Mayne we are keen to engage in parents/carers in their child's education. We encourage this in the following ways. • Parents and carers are invited to information meetings in school to discuss the curriculum and learning. • Attending parents' evenings twice yearly to discuss progress throughout the year. • We have an open-door policy and welcome parent contact • We also welcome parent/carer helpers in school • Joining 'The Friends of St Cuthbert Mayne' fundraising group • Inviting parents/carers to assemblies and school events • Parents are always welcome to make an appointment at a mutually convenient time whenever the need should arise. • Parents with SEND are supported to engage with the school and make use of the school buildings.
14	**Who can I contact for further information**	• **SENDCo Nicola Chalstrey (senco@stcuthbert-mayne.surrey.sch.uk)** • **Admissions Pauline Morrison (info@stcuthbert-mayne.surrey.sch.uk)** • **SEND Governor Claire Pickens can be contacted through the school office info@stcuthbert-mayne.surrey.sch.uk**
		• **The Local offer for Surrey SEND can be found at:** www.surreylocaloffer.org.uk