Ruislip Gardens Primary School

Ruislip Gardens Primary School SEN Information Report September 2026

What kind of special educational needs provision is accessible for children at Ruislip Gardens Primary School?	● Quality First Teaching in the classroom including carefully adapted learning for all children ● A number of staff provide emotional based support as needed ● Involvement of external agencies as required ● Sensory room with equipment to meet children's sensory needs ● Specialist Resource Provision (DU / SRP) for children with Autistic Spectrum Disorder (ASD) ● The Assessment Centre caters for pre-school children with Special Educational Needs and Disabilities (SEND).
How can I raise any concerns and who should I raise them with?	● If you have any concerns, we would always recommend you speak to your child's class teacher in the first instance. ● Other important contacts are listed below.
Who can I contact for information about SEN at Ruislip Gardens Primary School?	● We have a dedicated email that can be used by staff, parents and outside agencies to contact the inclusion team which is inclusion@ruislipgardensschool.co.uk ● Important contacts are: Miss N Bulpett – Headteacher Miss F Evans – Assistant Headteacher – Inclusion Mrs A Savage – Assistant Headteacher – Early Years Mrs C Ward – Assistant Headteacher – Teaching and Learning Mrs A Wilson – Deputy SENCO Mrs S Whipp – Inclusion Mentor Mrs P White – Welfare Officer / Attendance Officer welfare@ruislipgardensschool.co.uk
How does Ruislip Gardens Primary School identify children who may have SEN?	● By using assessment as a continuous process throughout the school ● Using a cause for concern process where children are not making expected progress in one or more areas of learning/development ● Effective liaison with a child's previous setting where they may be identified as having SEN ● Discussions with staff and families ● Further details can be found within our Special Educational Needs and Disabilities Policy which can be found on our website www.ruislipgardensschool.co.uk
How will Ruislip Gardens Primary School let me know if they have concerns about my child?	● Where a pupil's attainment, progress and/or behaviour is a cause for concern, teachers will share this concern with parents/carers and keep them regularly updated ● Where this concern continues, the concern will be raised with the Inclusion Leader who will monitor the quality of teaching and learning and offer additional support as needed ● Parents/carers will be invited to discuss these concerns further at any point with the class teacher

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What does Ruislip Gardens Primary School do to support children with SEN?	● We encourage the participation of pupils and families in discussions about their support ● Progress of all pupils, including those with SEN, is closely monitored and evidenced ● We integrate the work of Education, Health and Care providers ● We follow a cyclical, graduated approach to respond to each child's special educational need. Outcomes are shared and reviewed with parents/carers and children three times a year. ● Teachers seek pupil voice when writing targets so the children can express their strengths, barriers to learning and desired goals. ● We make reasonable adjustments in line with the Code of Practice ● Lessons are adapted so that all children can access learning ● Involvement of specialist professionals if needed and after consultation with parents ● Applying for an Education, Health and Care Plan if deemed appropriate ● Individual Personal Emergency Evacuation Plans are written for our most vulnerable children
How does Ruislip Gardens Primary School adapt the curriculum and learning environment for children with SEN?	● All classrooms display a visual timetable which is consistently used in the same format ● Curriculum and learning environments are altered based on the needs of individual pupils, some of these may include, awareness of seating arrangements for children with a hearing or visual impairment, individualised workstations to support children with processing, attention and organisational difficulties, movement breaks and/or sensory circuits to help children with their regulation etc. ● Support from outside agencies when necessary
How is the physical school environment at Ruislip Gardens Primary School made accessible for all children?	● We support the use of specialist equipment such as hearing systems or individual visualizers as necessary ● Disables access to all areas of the school. ● Disabled toilets, three of which have a shower. ● Full details of our accessibility are listed within our Accessibility Plan which can be found on www.ruislipgardensschool.co.uk ● Individual care plans or risk assessments are developed for children with medical/additional needs in consultation with parents
What support is available for ensuring the emotional and social development of pupils with SEN?	● Pastoral support staff provide emotional based support as needed ● Whole school focus on pupil wellbeing and mental health ● Use of Zones of Regulation in each classroom to promote self-awareness and self-regulation ● Lego club is available three lunchtimes per week. The collaborative teamwork encourages joint focus, sharing, reinforces positive behaviour and social contact.

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	● The playground is zoned for lunchtime (Wellbeing zone, Ball Game Zone, Fitness Zone) with organised activities designed to improve social interactions and wellbeing.
What opportunities will there be to discuss my child's progress?	● Informal discussions as required ● Parent consultation meetings with the class teacher or Inclusion Leader ● Telephone contact as required ● Inclusion coffee mornings ● We have a dedicated email that can be used by staff, parents and outside agencies which is inclusion@ruislipgardensschool.co.uk
How will my child be included in activities outside of the classroom, including school trips?	● We encourage all children to attend educational trips and visits. Where necessary, the inclusion team will discuss with parents any specific arrangements that may be required for the pupil ● Thorough risk assessments are written beforehand to ensure the accessibility and safety of every child and adult attending the activity
What training and development have the staff received in order to support pupils with SEN at Ruislip Gardens Primary School?	● All teaching staff at Ruislip Gardens Primary School receive many hours of Continuous Professional Development throughout the year, which includes training on inclusion and special educational needs ● We work alongside the Hillingdon Borough and Inclusion Commitment which provides whole school CPD and Support ● We hold a weekly staff briefing where staff are taught new BSL signs plus a different inclusion topic is covered every week
What specialist agencies and expertise are available to the school?	● Parents will be invited to discuss any specialist support that may be needed to support their child, such as professionals from outside agencies ● The school can seek support from and make referrals to the Educational Psychologist service, Speech and Language Therapists, Occupational Therapists, Physiotherapists and Specialist Teachers for Hearing and Visual Impairments as needs arise ● We can also make referrals to GP surgeries and to the Hillingdon Child Development Centre ● The school can access advice and support from the Hillingdon SEND Advisory Service, and also make referrals to this service if needed
What are the contact details of support services for the parents/carers of children with SEN?	● Hillingdon SENDIASS is a free, confidential and impartial support service for parents and carers, children and young people up to 25 years old, where the child or young person may have special educational needs https://www.hillingdonsendiass.co.uk/ ● Hillingdon Parent Carers' Forum is a group of parents and carers of children and young people with learning difficulties, disabilities or additional needs, who aim to represent the views of parents

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	and carers to help influence the way local services are delivered www.hillingdonpcf.com ● Hillingdon Autistic Care and Support (HACS) are a local charity that provide invaluable support and training to parents, carers and professionals https://www.hacs.org.uk/ ● The Centre for Autism and ADHD Support (CAAS) are another local organisation who support, educate and empower individuals, families and professionals https://adhdandautism.org/ ● Sleep Advice Service - https://cerebra.org.uk/get-advice-support/sleep-advice-service/ ● The Dyspraxia Foundation https://dyspraxiafoundation.org.uk/what_is_dyspraxia/dyspraxia-at-a-glance/ ● British Dyslexia Association provide advice and support regarding dyslexia and dyscalculia https://www.bdadyslexia.org.uk
How does Ruislip Gardens Primary School prepare and support my child when joining the school or moving to a new phase of education or life?	● If your child is moving to another school, we will contact the new school's SENCO and ensure they know about any special arrangements or support that needs to be made for your child ● If you are interested in your child joining our school, you will be invited to take a tour of the school. We are happy to arrange additional visits where you can take a longer tour and meet the inclusion team to discuss your child's needs. ● When moving classes within the school, information will be passed on to the new class teacher in advance and in all classes, a planning meeting will take place with the new teacher ● In year 6, the inclusion team will discuss the specific needs of your child with the SENCO of their new secondary school. Where possible your child will visit their new school on several occasions and staff from the new school will visit Ruislip Gardens Primary School ● When transitioning from nursery, children with SEN are supported into Reception from both our own nursery or other nursery settings with a visit and transition meeting with the new class teacher
Where can I find out more information about SEN at Ruislip Gardens Primary School?	● This information report should be read in conjunction with our Special Educational Needs and Disabilities Policy which can be found on our school website www.ruislipgardensschool.co.uk
Where is the Local Authority Local Offer published?	● Hillingdon's Local Offer can be found at https://hillingdon.gov.uk/send
Who do I contact about SEN admissions?	● Please contact our admissions officer, Miss Wolleaston, at admissions@ruislipgardensschool.co.uk ● If your child has an Education, Health and Care Plan (EHCP), please contact the Hillingdon SEND team at senadmin@hillingdon.gov.uk

	● Assessment Centre - The Early Health Notification Early Years SEND Tracking Panel allocates places at the Assessment Centre through the multi-disciplinary panel, with Ruislip Gardens Primary School representatives present. Children are usually at the identification stage by one agency or may already be known to some services when a referral is made. Referrals may come from supporting SEND professionals, e.g. SEND Advisory Service, Portage, Specialist SEND Health Visitors or the EY Educational Psychologist.