

SEND at CBSC: A Guide for Parents and Carers

A summary of our SEN Information Report 2026–27

This guide is a short summary. Our full SEN Information Report is the school's formal statement of how we support pupils with special educational needs and disabilities (SEND). If anything in this guide seems different from the full report, the full report applies. You can read it at:

<https://www.carshaltonboys.org/page/?title=SEND+Information+Report&pid=376>

Who to contact

If you are worried about your child's progress, learning or wellbeing, please get in touch. Your child's form tutor is usually the best first contact. You can also contact the SEND team directly.

Role	Name and contact details
SENCo	Paul Farr — pfarr@carshaltonboys.org
Deputy SENCo	Cassandra McFarlane — cmcfarlane@carshaltonboys.org
Deputy Principal (Inclusion)	Emma Morris — emorris@carshaltonboys.org
Designated Teacher for Looked-After Children	Paul Avery, Deputy Principal
School office	020 8714 3100 — contact@carshaltonboys.org

How we find out if your child needs extra help

A need can become clear at any point. We may find out through:

- information from your child's primary or previous school;
- you telling us about a concern — you know your child best;
- a teacher noticing that your child is finding something difficult;
- your child telling us themselves; or
- patterns in assessments or classwork.

If we think your child may need extra support, we will contact you to talk about next steps.

How we support your child

Good teaching comes first. Every teacher at CBSC is a teacher of pupils with SEND, and lessons are adapted so that they are accessible. This might include breaking tasks into smaller steps, giving extra time to process information, visual instructions, adjusted seating, movement breaks, or technology such as read-aloud tools.

Some pupils also take part in extra support, such as small-group reading, spelling or maths sessions, social skills groups, mentoring or wellbeing sessions. When specialist advice is needed, we work with professionals such as educational psychologists, speech and language therapists, CAMHS, occupational therapists and sensory support teams. We will talk to you before making a referral.

We plan support using a cycle called **Assess – Plan – Do – Review**: we understand the need, plan the right support, put it in place, and then check how well it is working.

Working with you and your child

- We keep you informed about the support your child receives. Pupils on SEN Support usually receive termly updates, and pupils with an Education, Health and Care (EHC) plan have an annual review.
- We listen to your views and share strategies you can use at home.

- Your child's views matter too. Pupils help set their targets, tell us what helps them learn, and share their views through reviews, surveys and conversations with staff.

Starting at CBSC and moving on

Joining Year 7. Moving to secondary school is a big step, so we start getting to know your child before they arrive. We visit primary schools, hold a one-to-one interview day for pupils and their families, and run taster days. Pupils with SEN, and pupils joining without others from their primary school, are also invited to a smaller, quieter supported taster day before the main one.

Our SEND Transition Pack helps pupils get to know the school, its staff and the school day before they start. You can find it on our Transition Events page:

<https://www.carshaltonboys.org/page/?title=Transition+Events&pid=223>

Once your child starts, the SEND team and the Year 7 pastoral team check how they are settling in. We will contact you during the first half term as we write and plan your child's Individual Education Plan (IEP).

After Year 11. Planning for the next step begins in Year 10. Students with SEND are welcome to apply to our 6th Form; please contact us early so that the right support is in place from the start. If your child is moving to another college or training provider, we will, with your agreement, share information about what helps them.

If your child has an EHC plan, the local authority reviews it before each move: by 15 February for the move to secondary school, and by 31 March for the move to a Post-16 setting.

Wellbeing and bullying

We know that pupils with SEND can be more vulnerable to bullying, and we take all unkindness and bullying seriously. Pupils can report concerns anonymously using the 'Report It Sort It' form, or talk to their form tutor or the pastoral team. Our Anti-Bullying Policy explains how we respond:

https://docs.google.com/document/d/e/2PACX-IvTHF60kKysW6daypuG_dPEHoeyhxGChIJRAqnLDBaNOsWdji6Rcwbr7QokdaWPERxuh2hT9uM-XFhZc/pub

Disabled pupils and accessibility

We welcome applications from disabled pupils and pupils with SEND. Our Accessibility Plan sets out how we are improving access to our buildings, lessons and information:

https://docs.google.com/document/d/e/2PACX-IvQNKEPiDR_F7lq37lAX9bCglTDyoMII-Z_ZbO874sH_RXoSBKicxEegpGbDZs7B4laYflpDD2eus4Gh/pub

If you would find this guide or any school document easier to use in another format, such as large print, please email contact@carshaltonboys.org.

If you are not happy

We want to hear if something is not working, and we will try to put it right. Please speak to your child's form tutor first. If the matter is not resolved, contact the SENCo, then Emma Morris, Deputy Principal (Inclusion), and then the Principal. If it is still not resolved, you can use the school's formal Complaints Procedure, which is on our website.

If your concern is about an EHC plan, you also have the right to independent disagreement resolution or mediation, and to appeal to the SEND Tribunal.

Free, independent advice

Service	How it can help
SIASS (Sutton Information, Advice and Support Service)	Free, impartial and confidential advice, including help with meetings, EHC plans, disagreements and appeals. Sutton@SIASS.co.uk — 020 8323 0462 — www.siaass.co.uk
Sutton SEND Local Offer	Information about local services and activities for children and young people with SEND.

Service	How it can help
	suttoninformationhub.org.uk
Sutton Parent Carer Forum	Run by and for parents and carers of children with SEND in Sutton. https://www.suttonparentsforum.org.uk/ — suttonparentsforum@outlook.com

If you live outside Sutton, your own council's advice service and Local Offer can also help.