

14 September 2026

Dear Parents and Carers

I would like to take this opportunity to introduce myself as the new Assistant Principal for Inclusion and SENDCo at Campion School. As part of my role, I oversee SEND and inclusive provision across the school and work alongside our wider SEND Team to ensure pupils receive appropriate, needs-led support. The SEND Team and I are looking forward to the year ahead and to working with our pupils, families and staff to ensure all are well supported throughout their time at Campion.

In order to work effectively with families to ensure:

- Pupils with SEND, or those where an additional need may be emerging, receive appropriate and timely support.
- We respond consistently
- Our record keeping remains accurate
- Concerns reach the correct member of staff

We are introducing a clearer communication pathway for SEND and Inclusion.

Your usual first point of contact

Your child's tutor is the first point of contact for most day-to-day questions or concerns, even if these are to do with SEND. Tutors have an important overview of pupils' experiences in school and can often resolve concerns quickly or liaise with the appropriate member of staff on your behalf.

Where a concern relates to a particular lesson or subject, it may also be appropriate to contact the relevant class teacher or Head of Department. Please do not feel that every concern relating to a child with SEND needs to be sent directly to the SEND Team. Where SEND involvement is required, staff will ensure that information is shared or escalated appropriately.

Raising a SEND concern or query.

If you have a new concern about your child's additional needs, SEND provision or feel that their current support needs to be reviewed, please complete our [Parent Query Form – Fill in form](#). It is important that even if you have been in direct communication with a member of the SEND Team previously, that you complete a triage form for every new concern or query.

The triage process allows us to consider the concern alongside information already held by school, gather evidence where necessary and determine the most appropriate next steps. Using triage rather than emailing individual members of the SEND Team also means that concerns are formally recorded and can be appropriately prioritised and tracked. We will review our triage form weekly; however, a member of the team will acknowledge your submission within 2 working days.

When should I contact the SEND Team directly?

Please only contact the SEND Team directly to send us reports relating to your child using the email: j.bavester@campionschool.org.uk

Principal: Mrs Kim Bradley-Smith

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Campion School
Kislingbury Road
Bugbrooke
NN7 3QG
t: 01604 833900

e: csoffice@campion.northants.sch.uk
w: campionschool.org.uk

Assessment paperwork

We regularly receive questionnaires, forms and evidence requests from parents, health professionals and other external services as part of assessment or diagnostic processes. **These requests must be sent to j.bavester@campionschool.org.uk - if they are sent to an alternative email address, we may not pick the request up. Please allow four working weeks for any assessment paperwork requiring completion by school.**

This timeframe allows us to gather information from the appropriate staff, review school records and provide an accurate and considered response that properly reflects your child's presentation in school. We are unable to expedite assessment paperwork or complete it sooner than the four-working-week turnaround. Where a form specifies an earlier return date, we will still work to our standard four-working-week timeframe. Please speak directly with the requesting service if their deadline needs to be adjusted.

Urgent and safeguarding concerns

SEND team emails and the Parent SEND triage Form are not emergency communication systems and will not be reviewed immediately. Any urgent safeguarding concern should be raised by calling the school directly.

Working together

We value the information families share with us and want parents and carers to feel able to raise concerns when they arise. These communication routes are designed to make sure that communication reaches the right person, through the right route, and that concerns can be recorded, prioritised and followed through effectively.

Thank you for working with us to ensure that our SEND and Inclusion Team can provide effective support to pupils and families.

Yours sincerely

Alicia Kayll
Assistant Principal – Inclusion / SENDCo

Principal: Mrs Kim Bradley-Smith

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