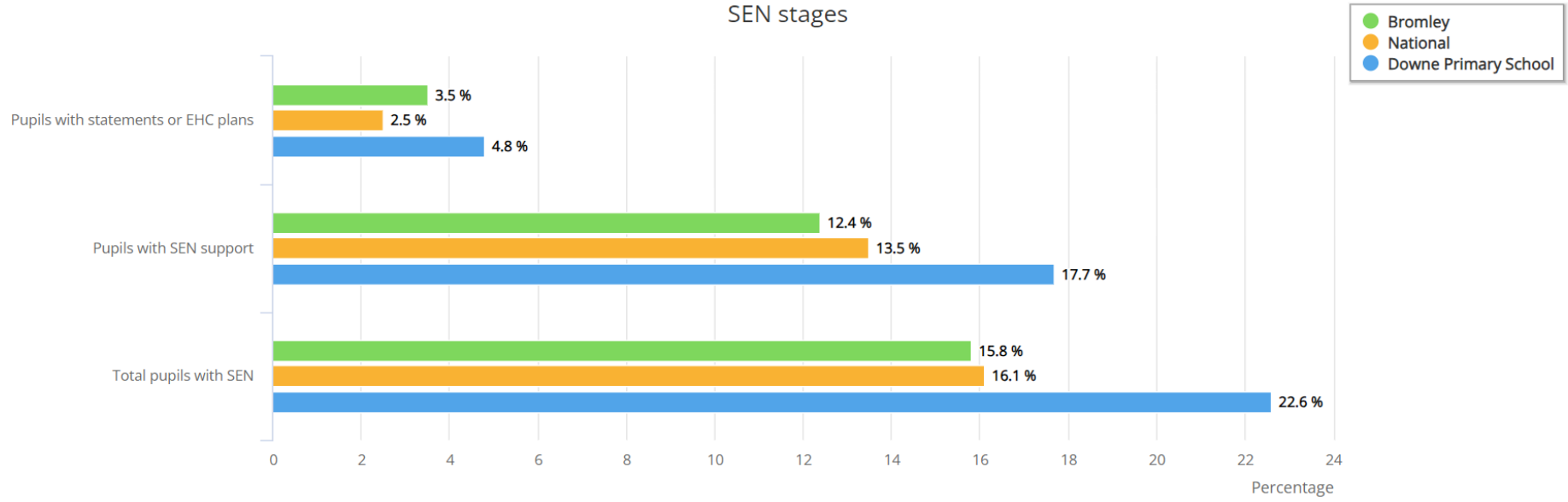




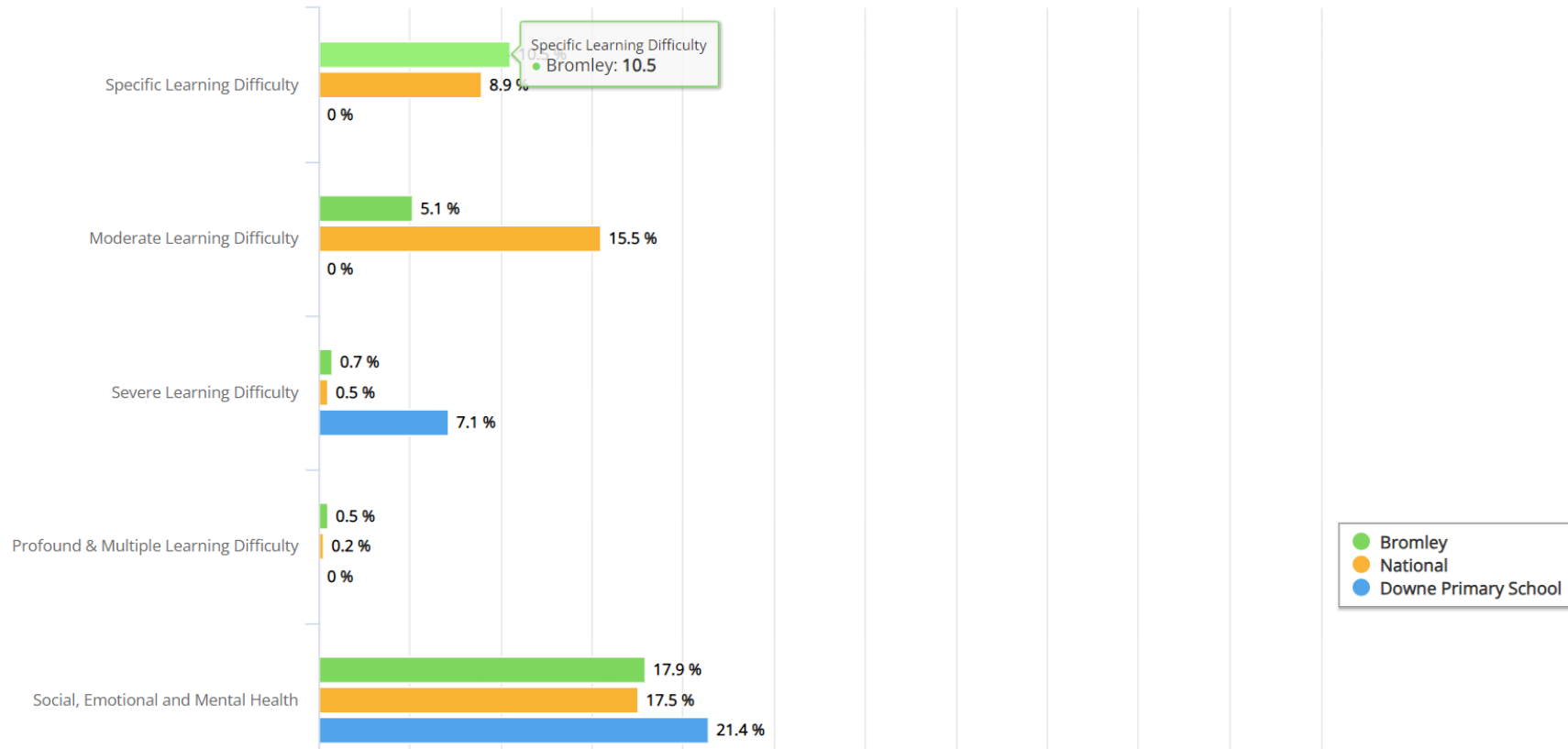
SEND Information Report

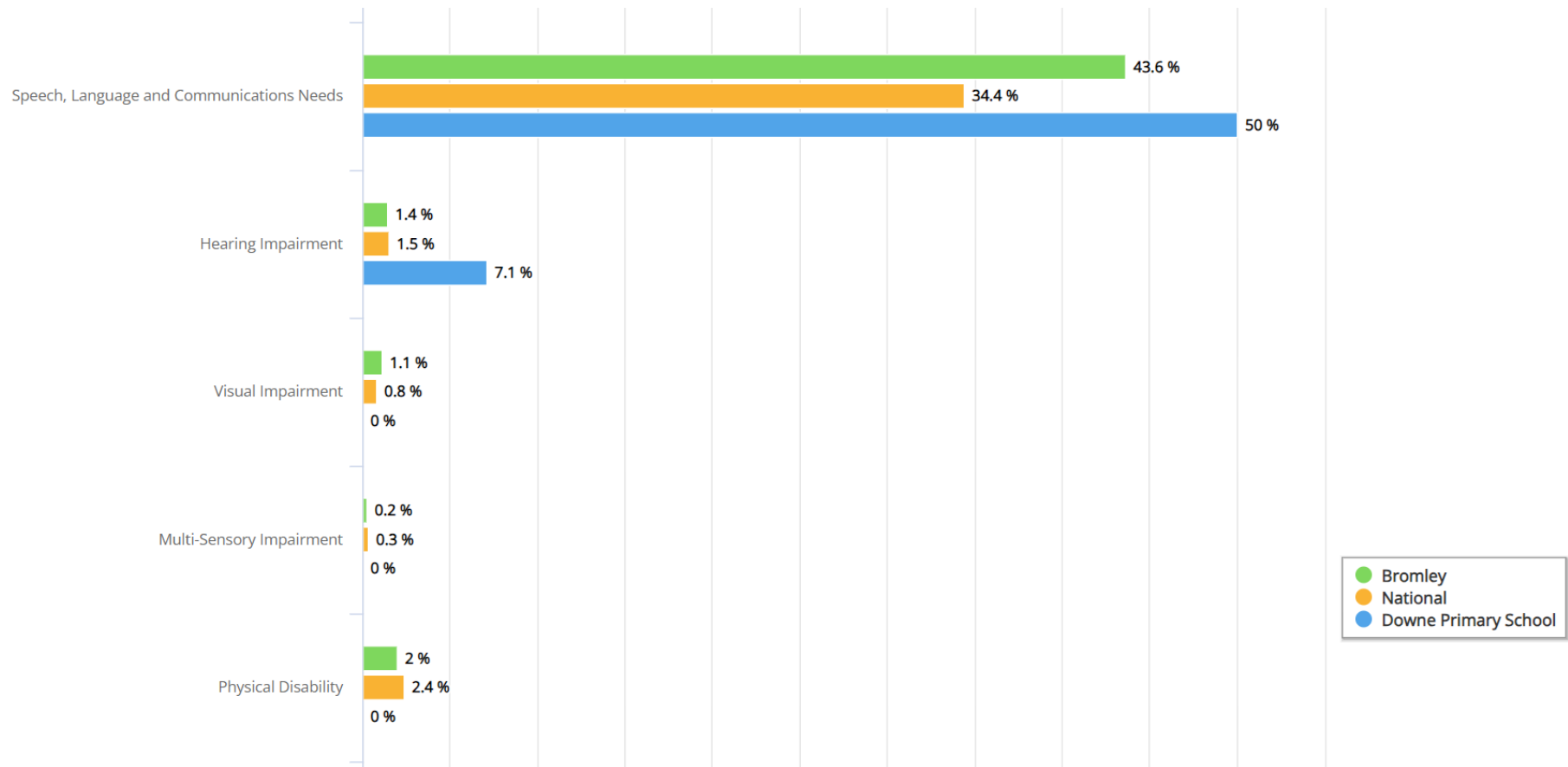
2023-2024

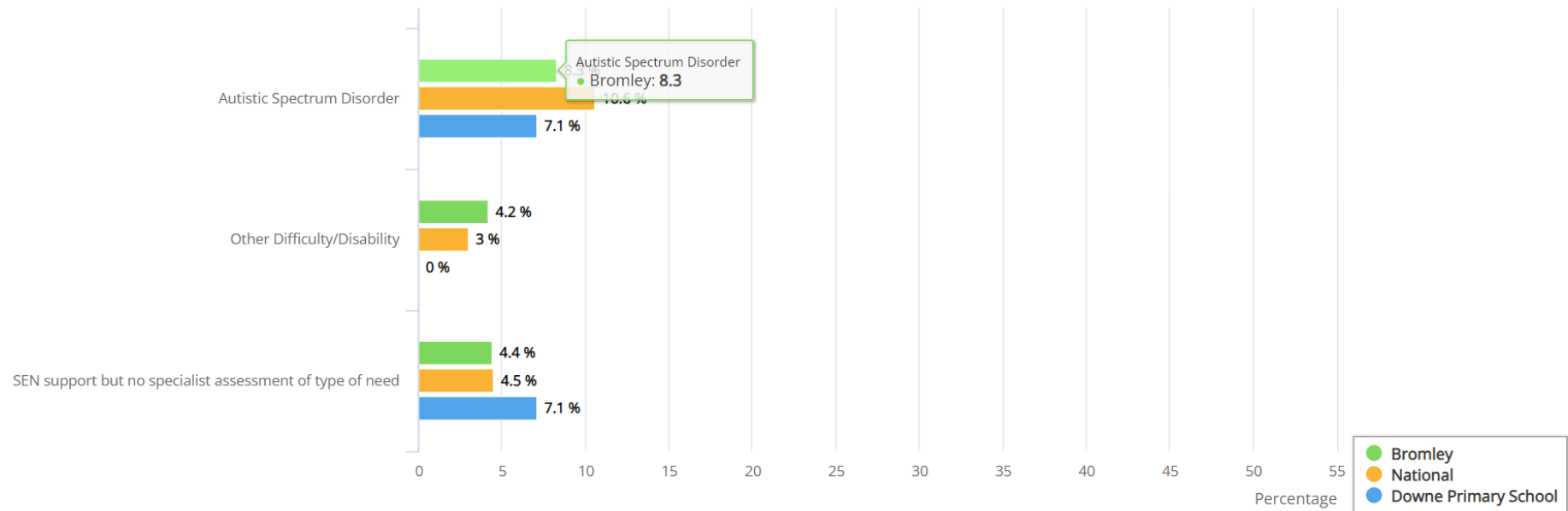
SEN stages



SEN needs







Contents

Our school’s approach to supporting pupils with SEND 7

Supporting different kinds of SEND 8

Key staff 9

Roles and Responsibilities in the School for children with SEND 10

Securing and deploying expertise 11

Identifying and assessing pupils with SEND 13

Consulting with parents/carers and children 15

Progressing towards outcomes 16

Involving key stakeholders 16

Transition support 17

Teaching approach..... 18

Adaptations to the curriculum and learning environment..... 18

Inclusivity in activities 19

Supporting emotional and social development..... 20

Evaluating effectiveness 20

Handling complaints 20

Local Offer..... 20

Additional advice and information for my child with special education needs and difficulties in Bromley Borough..... 21

Information about local and national support and SEND services for my child and family.....21

Our school's approach to supporting pupils with SEND

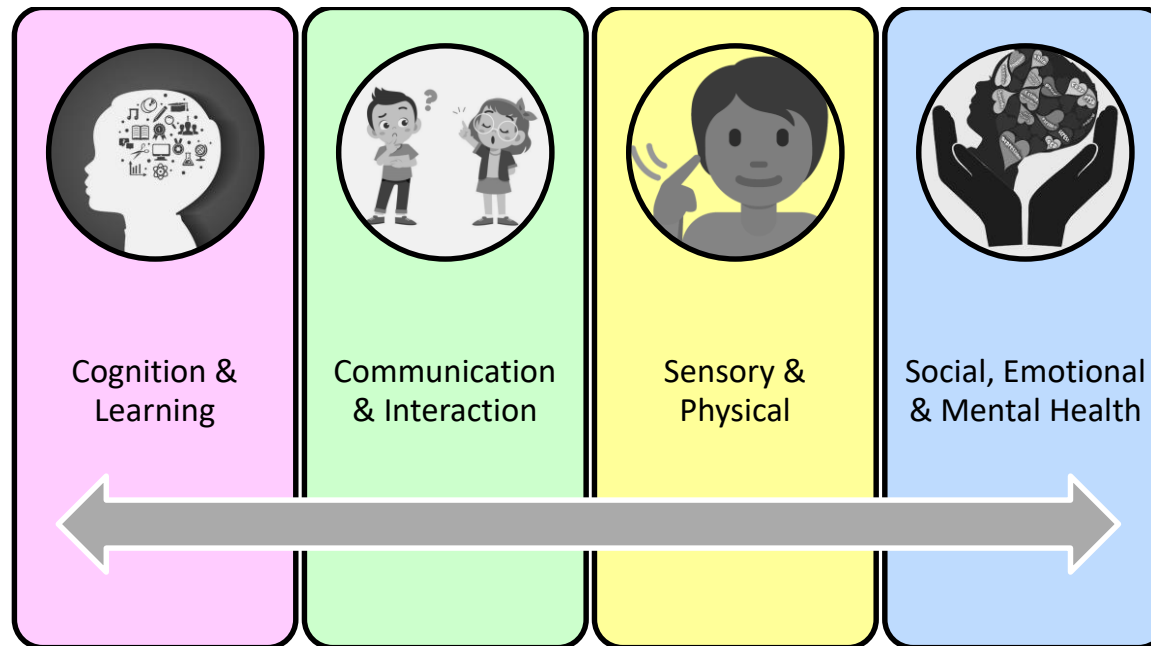
At Downe Primary School, we are committed to giving all our children every opportunity to achieve success and reach their potential. We do this by taking account of pupils' varied life experiences and needs. We offer a broad and balanced curriculum and have high expectations for all children. The achievement and well-being of every child matters to us and inclusion is the responsibility of every person within the school community.

We refer to the Term "Special Educational Needs" if a child:

Requires additional or different support beyond what is normally delivered in the classroom to their peers

Has a disability which prevents or hinders them from accessing education, facilities or services normally provided by the school.

SEND is categorised under four broad areas of need



Supporting different kinds of SEND

Support across the four broad areas of SEND is tailored for each child



Communication and Interaction - A child may have Speech, Language and Communication needs when they have difficulty in saying what they want, understanding what is being said to them or they do not understand or use the social rules of communication. Children with a diagnosis of Autism are also identified as having communication and interaction needs.



Cognition and Learning - This broadly describes where children's learning is not at the level expected for their age due to learning difficulties.



Social, Emotional and Mental Health - Children may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming isolated and withdrawn, as well as displaying distressed behaviour.



Sensory and/or Physical Needs - Some children require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. Some children also have identified sensory, physical or medical needs that require additional support such as a hearing or visual impairment, sensory dysregulation.

Key staff

Name of SENDCO	Email address	Phone number
Susie Howell (SENCo Working days are Tuesday afternoon and Wednesday)	showell25.305@lgflmail.org	01689 853916
Name of Headteacher	Email address	Phone number
Becky Dolan	admin@downe.bromley.sch.uk	01689 853916
Name of SEND Governor	Email address	Phone number
Alina Zybina	alina.i.zybina@gmail.com	

Roles and Responsibilities in the school for children with SEND

Role	Responsibility
Class Teacher	<p>To provide good quality first teaching by:</p> <ul style="list-style-type: none"> Considering the views of parents/carers and pupils Identifying and assessing individual need and tracking progress Planning and delivering a challenging and differentiated curriculum which ensures the progress of all children Using prior knowledge as a starting point for learning Adapting teaching strategies and techniques to sensitively meet the needs of all learners Creating a classroom environment where all pupils understand expectations and know where to find support Creating a classroom atmosphere which encourages and values the contributions of all children Identifying, planning for and delivering/organising provision for children needing extra support Devising personalised SEN Support and targets, with support from the SENDCo Implementing the advice from outside agencies to support the learning and progress for identified children
Teaching Assistants/ Specialist Support Staff	<p>To support the work of the class teacher by:</p> <ul style="list-style-type: none"> Working directly with children who have SEND by supporting them within the classroom and targeting areas of focus from their SEN Support Plans. Teaching and supporting the use of strategies which encourage independence. Working in partnership with the class teacher by contributing to planning and feeding back on progress towards individual targets and learning outcomes Supporting identified children, under the direction of the class teacher/SENDCo, through interventions appropriate to their need
SENDCo	<ul style="list-style-type: none"> Monitoring the progress of all children across the school in collaboration with the Senior Leadership Team Regularly reviewing the impact of provision against pupil outcomes Facilitating training for support staff where appropriate Providing SEND advice for all staff Working in partnership with pupils and parents/carers to improve outcomes Liaising with a range of agencies and ensuring the implementation of support programmes
Headteacher	<ul style="list-style-type: none"> The day to day management of all aspects of the school including the provision made for children with Special Educational Needs and Disabilities (SEND) Ensuring the school complies with all statutory requirements Building a school ethos of inclusive practice
Governor for SEND/Inclusion	<ul style="list-style-type: none"> Supporting the school to evaluate and develop the quality and impact of provision for pupils with SEND across the school.

Securing and deploying expertise

We recognise the importance of the National Award for Special Educational Needs Accreditation and the SENDCo has achieved this qualification. The SENDCo regularly attends meetings with other SENDCos to share best practice and keeps abreast of current, local and national initiatives and policy to support children with SEND.

The Pioneer Academy is invested in inclusive practice and high-quality teaching and learning experiences for children with SEND. Our TPA SEND Toolkit has been devised to support school staff with planning for and supporting children with SEND across a variety of needs. Headteachers, SENDCos and school staff can also access support and advice from the central team via the Head of SEND or Head of Nurture and Support Staff.

The school also seeks advice and guidance from local special schools and other relevant agencies to help school staff develop provision for children who have the most complex needs. Specialised training for teachers and support staff is an important part of ensuring that they have the appropriate skills and knowledge to support the needs of children with SEND.

The school has an ongoing programme of training for teaching and support staff. This is the specialist training that we have secured in the last two academic years for our staff to further their expertise and development:

Staff role	Area of Expertise	Level	Deployed to
Teaching Assistants	TA Essentials Programme	<ul style="list-style-type: none"> - Supporting Literacy and Numeracy - Positive behaviour management - Differentiation - Challenge - Effective Interventions - The role of the TA - Assessment 	Year 1 – Year 6
Teaching Assistants and Y1/Y2 Class teacher + SENCo	Speech and Language	Supporting pupils with Speech Language and Communication Needs (within the classroom)	Reception – Year 4
SENDCo	Hearing Impairment	Understanding Hearing Loss	Year 4

All Class teachers and Teaching Assistants	Dyslexia training	Basic Principles of Dyslexia Awareness. Identifying Dyslexia. Practical classroom strategies to support children with Dyslexia.	Reception Class to Year Six.
SENDCO	Dyslexia training	Basic Principles of Dyslexia Awareness. Identifying Dyslexia. Practical classroom strategies to support children with Dyslexia. Delivering effective Interventions. Whole school Dyslexia	Reception – Year Six
Classroom Teachers All Teaching Assistants	Read, Write, Inc training	Review training	Reception – Year Four
SENDCo + Teaching Assistants	Nessy Dyslexia training	Nessy Dyslexia training	Reception – Year Four
Reception teachers/SENDCo	Autism Spectrum Disorder	ASD Termly Forum – Focus on Speech and Language	Reception
SENDCo	Annual Review training	Training in holding Annual Reviews.	All year groups
SENDCo	Speech and Language	Stammering Active Listening	All year groups
SENDCo	Termly Bromley SENCo training days	SEMH focus. Communication and Interaction focus Maths and SEND	All year groups
SENDCo	TPA Coaching course	Active Listening and coaching	
SENDCo + Class teachers and Teaching Assistants	Edukey Training	Provision map training	All year groups
SENDCo + Teaching Assistant	Emotion Coaching	Strategies to help children deal with their emotions.	All year groups

SENDCo + Teaching Assistant	Tree of Life training	An aid to processing life events and self awareness	All year groups
Class teachers + SENDCo + TAs	Providing challenge for all	Maths Mastery and questioning	All year groups
SENDCo	The impact of Trauma	SEMH	All year groups
SENDCo + Class teachers + Teaching Assistants	Zones of Regulation and how to use within the classroom	SEMH	All year groups
SENDCo	Training the Trainer 'Understanding ASD'	ASD – five session course for SENDCo to train staff in school.	All year groups
All staff	First Aid Training	Two day First Aid training course	All year groups

Identifying and assessing pupils with SEND

We know when a pupil needs help if:

- Concerns are raised by parents/carers, external agencies, teachers, the child's previous school or the child themselves, regarding slower than expected levels of progress or a child's starting point.
- Screening, such as that completed on entry or as a result of a concern being raised, indicates gap in knowledge and/or skills.
- Whole school tracking of attainment outcomes indicates lack of expected rate of progress.
- Observation of the pupil indicates that they have additional needs.

When children have an identified Special Educational Need or Disability (SEND) before they start our school, we work with the people who already know them and use the information already available to identify what their needs will be in our school setting and how we can support them. We encourage parents/carers who have concerns about their child to discuss these with the child's class teacher in the first instance, by asking for a meeting with them. The class teacher may then speak with the SENDCo to seek further advice

If a class teacher is concerned about a child, they will discuss their concerns with the parents/carers and agree ways of working together to support the child. Where a child continues to struggle to make progress, despite support matched to the child's need, the class teacher and/or SENDCo will discuss with the parents/carers Special Educational Needs support which can then be put in place.

There are two levels of support:

SEN Support:

The school, together with the parents/carers, implement a support plan based on the need(s) of the child. Targets will be identified with actions needed and planned outcomes. The work is undertaken at school level.

Education Health Care Plan (EHCP):

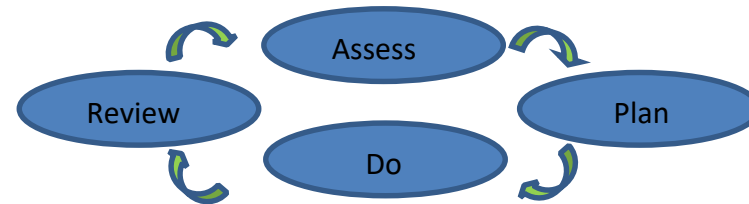
An Education, Health and Care plan is for children and young people aged up to 25 who need more support than is available through SEN support. EHC plans identify educational, health and social needs and set out the additional support required to meet those needs. The Local Authority has overall responsibility for these plans but the school and parents/carers are both involved in the monitoring and review of provision.

In deciding whether to make special education provision to support educational, social, physical or emotional needs, we:

- Work in partnership with parents/carers and children
- Consult with relevant external agencies, e.g. Speech and Language Therapy, Educational Psychology, Occupational Therapy
- Use a variety of assessment tools & materials
- Conduct observations

Graduated Approach – Assess, Plan, Do, Review

We use a graduated approach to identify needs and assess the impact of support. Four types of action should be taken to ensure effective support. A continuous cycle will be used to provide children with additional support and includes the following:



Children who are receiving SEN Support will have an SEN Support Plan and this will include targets and strategies to help them overcome difficulties. This will take into account the child's strengths as well as areas of difficulties. It will identify ways in which parents/carers can help children at home. Identified additional provision will then be carried out until the next review. These targets will be reviewed each term and parents/carers will be invited to discuss this at parent/teacher consultations or at a separate meeting if necessary. Both parents/carers and children will be invited to contribute to reviewing progress against the targets. In some cases, it may be necessary to increase or change the nature and level of support to help a child to make progress. This may involve seeking help and advice from a range of specialist agencies such as the Educational Psychologist or Speech and Language Service. A referral for support from an outside agency will only be made with the consent of parents/carers.

Children who have an Education, Health and Care Plan (EHCP) will have an additional annual review of their progress which involves parents/carers and all adults involved in the child's education.

Class teachers meet with the SENDCo each term to monitor the progress of every child in the school and identify children who may need additional support in one or more areas. The SENDCo coordinates the provision and will let parents/carers know in writing if a child would benefit from some additional support – please note that this may include children who do not have SEND but would make better progress with a short-term intervention. The SENDCo monitors the progress of each intervention provision every term and adapts the support as necessary. The impact and effectiveness of provision is discussed with the Governor for SEND and reported to the Governing Board.

We use a secure online platform (Edukey) to hold our information on SEN Support Plans and provision. This can be accessed by parents/carers at any time and ensure that they always have access to up-to-date information regarding their child.

Consulting with parents/carers and children

Parents and carers are involved in discussions regarding their child's needs and provision from the earliest possible opportunity. This process usually starts with the class teacher.

If parents/carers are concerned about their child and would like to talk to someone we ask that they contact their class teacher who will be happy to meet with them. A child's class teacher knows them well and will be able to talk about what support the child already receives and suggest ways of enhancing their learning and development.

If, having done this, parents/carers feel that they would like to discuss concerns further then we ask that they contact the SENDCo via email or through the school office to arrange a meeting.

Parents and carers are invited termly to a 10-minute parent-teacher meeting. The meeting will involve reviewing a child's progress, attainment, needs and interests in more detail and to assess how well we are all doing in meeting their needs. Annual reports provide more information about progress and parents/carers will always receive copies of reports from outside agencies.

For children with an Education Health Care plan (EHCP) long term aims and specific objectives are reviewed in a statutory annual meeting with the child, their family, class teacher, SENDCo and any outside professionals supporting the child.

Targets are shared with the children and their views are sought annually for their "Pupil Passport". This gives the team supporting the child an overview of their strengths, interests, support preferences and aspirations.

Children are also invited to attend the parent/teacher consultations to discuss their progress and targets.

Progressing towards outcomes

Teachers are responsible and accountable for the progress and development of all the pupils in their class. They use on-going assessments throughout the year to review the rates of progress children make. The SENDCO attends every Pupil Progress Review meeting which take place every term. The meetings give the SENDCO an accurate picture of the rates of progress and levels of attainment being made by the children. When considering the rates of progress of children with additional needs, the SENDCO will work with the class teacher to implement support for the children. Strategies used by the school to assess children include:

- On-going assessment to track the performance of pupils in class on a daily basis in order to monitor any progress made towards SEND targets
- End of term assessments to establish levels of attainment and rates of progress made by the child
- Class tracking systems to report on progress of all children

Involving key stakeholders

The school works with a number of specialist agencies to seek advice and support to ensure that the needs of all children are fully understood and met. These include, but are not limited to:

- Bromley Wellbeing
- CAMHS (Child and Adolescent Mental Health Service)
- Children's Centres (Biggin Hill Children's Centre)
- Community Paediatrician (*Phoenix Children's Resource Centre 40, Masons Hill, Bromley BR2 9HS Tel: 020 8466 9988*)
- Local Authority Children's Services (Social Care)
- Education Welfare Service (EWO)
- Educational Psychologist (*Our school Educational Psychologist is Tom Richardson*)
- Hearing Impairment Service (*Teacher of the Deaf Sharon King Tel:07904 153724*)
- Inclusion Support Advisory Team (ISAT)
- Occupational Therapy/Physiotherapy (E-mail: bro-pct.childrensotservice@nhs.net)
- Bromley Y (broccg.bromley@nhs.net. Tel: 020 3770 8848)
- School Nurse
- Speech and Language Therapy

- Virtual School for Children who are Looked After
- Visual Impairment Service

Access to Medical Interventions

- Use of individualised Care Plans
- Referral to Paediatrician
- Referrals to CAMHS
- Referral via pastoral team to Bromley Y and associated agencies.
- Access to whole staff training if required via Educational Psychologist or School Nurse.

Transition support

A number of strategies are in place to enable effective pupils' transition. These include:

On entry:

A planned introduction programme is delivered in the Summer term to support transfer for children starting school in September.

Parent/carers are invited to a meeting at the school and are provided with a range of information to support them in enabling their child to settle into the school routine.

The SENDCo is available to meet with all new parents of children who are known to have SEND to allow concerns to be raised and solutions to any perceived challenges to be located prior to entry.

If children are transferring from another setting, the previous school records will be requested immediately and a meeting set up with parents/carers to identify and reduce any concerns.

Transition to a new class:

When moving between classes a transition meeting will take place between the current teacher and the new teacher.

As required, there will be opportunities for children to visit their new class and meet key staff.

A transition photo book or social story may be used, if appropriate, to assist with this change.

Parents and carers have an opportunity to meet the new class teacher in the Summer term.

Transition to a new school:

The SENDCo will contact the new schools' SENDCos and share information about special arrangements and support that has been given to help children progress.

We will ensure that all records are passed on as soon as possible and within 5 working days of being notified that a child has enrolled at a new school.

Transition to secondary school:

When moving to secondary school, the SENDCo will liaise with all of the receiving schools, regarding any child with additional needs.

This is usually done at a meeting organised by the Local Authority in the Summer term which is attended by all secondary schools in the borough and some secondary schools from neighbouring boroughs.

If the secondary school that a child is attending cannot attend that meeting the SENDCo will make contact separately.

Successful arrangements and interventions currently used to support children can be shared with the receiving school and additional visits to the new setting may be planned to help children become familiar with the setting and to reduce any anxieties.

The annual review in Y5 for pupils with an EHCP begins the process where parents are supported to make decisions regarding secondary school choice.

Parents will be encouraged to consider options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information provided is comprehensive but accessible.

Accompanied visits to other providers may be arranged as appropriate.

If a child has an EHCP the secondary school staff will be invited to the annual review in year 6.

Teaching approach

All children receive high quality teaching, differentiated to their individual needs. For children with additional needs this could mean that they are given a slightly different task or given different strategies/equipment to complete the task. Some children may require support or guidance from the class teacher or a teaching assistant as part of a small group, paired work or on an individual basis. Our teachers are skilled and supported to adapt teaching to meet the needs of each class. Their planning considers the individual needs and requirements of all children through:

- Learning differentiated to the needs of the child, ensuring that all children can experience success and challenge.
- Grouping arrangements that maximise learning opportunities for all.
- Support staff used flexibly to help groups and individuals with a long-term goal of encouraging and developing independent learning skills.
- Where required, more specific and personalised interventions to develop key areas of their learning.
- Integrating resources and strategies as recommended by specialist agencies.

Adaptations to the curriculum and learning environment

We make adaptations to accommodate the needs of children with SEND. These include:

- Modifying activities within lessons to ensure all children are working on tasks set at an appropriately challenging level.
- Ensuring classrooms contain visual displays and working walls to support all children in their learning.
- Accessing professional advice from external agencies e.g. Educational Psychology team and incorporating recommendations for personalised learning.
- Using additional resources to enable better access to the curriculum. (For example, grip pencils, coloured overlays, electronic spell checkers, use of numicon or other concrete maths apparatus).
- Workstations being used where appropriate to support children's sensory needs
- Safe, quiet space to support children's self-regulation if needed.

Inclusivity in activities

We are an inclusive school that welcomes and celebrates diversity. We believe that having high self-esteem is crucial to a child's emotional well-being and academic progress. We have a caring, understanding team who look after all of our children.

Through adopting the 'International Primary Curriculum (IPC) all children in the school have the opportunity to experience a comprehensive, thematic and creative approach to learning. The IPC takes a global approach; helping children to connect their learning to where they are living now as well as looking at the learning from the perspective of other people in other countries. Eight clear personal goals which are incorporated within in the learning environment encourage the children to develop spiritually, morally, socially and culturally. They are:

- ✓ Adaptability
- ✓ Communication
- ✓ Cooperation
- ✓ Enquiry
- ✓ Morality
- ✓ Resilience
- ✓ Respect
- ✓ Thoughtfulness

We work with parents/carers and external agencies to ensure that all children are able to access curriculum-based trips and pupil passport experiences. No child is excluded from these and where necessary, additional training or advice is sought. Risk assessments are completed to support us with making the necessary adaptations.

Supporting emotional and social development

All the children can attend before and after school clubs run by our teachers and teaching assistants. Clubs aim to help support the children in their 'spiritual, moral, cultural, mental and physical development but also offer the children a chance to build on their personal, social and communication skills.

Through the teaching of curriculum lessons such as Personal, Social, Health and Education lessons, children acquire the attitudes and values which are necessary for them to make sense of their experiences, value themselves and respect others. The lessons also give opportunities for the children to appreciate differences and diversity. We also run special themed days, weeks and events help the children to understand how friendships develop, what it means to be a friend and how to challenge preconceptions in a positive way.

Evaluating effectiveness

The effectiveness of SEND provision will be measured using both qualitative and quantitative data.

Qualitative data will gather the views of parents/carers and pupils on how successful the provision has been in enabling them to attain their outcomes. Quantitative data will analyse both progress and attainment levels compared to those achieved nationally. This information is used to plan future provision and is shared termly with governors.

Handling complaints

If a parent/carer feels that their child is not progressing as they would expect, we encourage them to talk to us about their concerns. Our complaints procedure is for parents/carers to initially contact the class teacher. This will then be followed by the appropriate member of the Senior Leadership Team. Alternatively, the complaint can be taken directly to the Head Teacher or, if needed, to be escalated further, the chair of Governors. The Governing Board will then decide if there is a need to involve the LADO or the Local Authority. If a complaint is about the Governing Board itself then this will be directed straight to the Trust Board. Further details can be found in the Complaints Policy on the school website.

Local Offer

The Children and Families Bill was enacted in September 2014. From this date Local Authorities (LA) and schools are required to publish and keep under review information about services they expect to be available for children and young people with special educational needs (SEND) aged 0-25. The LA refers to this as the 'Local Offer'.

The intention of the Local Offer is to improve choice and transparency for families. It will also be an important resource for parents in understanding the range of services and provision locally. Information on what Bromley LA has to offer can be found on the Council Website.' The website provides information on local services and support available for families including children and young people aged 0 - 25 years with special educational needs or disabilities. Further information about support and services can be found by accessing the following link:
<https://www.bromley.gov.uk/children-young-adults-disabilities-learning-needs>

How to get additional advice, support and information for my child with special education needs and difficulties in Bromley Borough

Information, Advice and Support Service (IASS):

Tel: 01689 881024

Email: iass@bromley.gov.uk

https://www.bromley.gov.uk/info/8/special_educational_needs/64/information_advice_and_support_serv

The Information, Advice and Support Service (IASS) offers free, impartial information, advice and support in confidence for:

- Children and young people with special educational needs and disabilities (SEND).
- Parents and carers of children with special educational needs (SEND).

Bromley Parent Voice who are a charity working in partnership with providers to give families a voice www.bromleyparentvoice.org.uk/
Tel: 07803 287838

Where can I find out about local and national support and SEND services for my child and family?

Bromley Children's Project offer parenting courses and one-to-one support for a range of issues that may have had an adverse effect on a family with children aged between 0 and 11 years old.

Email: bcpadmin@bromley.gov.uk

Telephone: 020 8461 7259

<https://www.bromley.gov.uk/parental-support/parenting-courses-online-seminars>

Bromley Y is a long established local charity offering free therapeutic support to young people between the ages of 0 – 18 years. Bromley Y aims to provide a safe, friendly environment for children, young people and their families to explore the difficulties that they may be experiencing, helping them to identify new ways forward.

<https://bromley-y.org/>

YoungMinds: 'YoungMinds is the UK's leading charity committed to improving the emotional wellbeing and mental health of children and young people.

<https://youngminds.org.uk/find-help/for-parents/>

The Candle Project: St Christopher's Hospice has been providing bereavement counselling to patients' families for over 40 years. The Candle Project extends this support to children, young people and families in the South East London area. <http://www.stchristophers.org.uk/candle>

Child Bereavement UK: 'Child Bereavement UK believes that all families should have access to the support and information that they need when a child grieves or when a child dies. Through understanding their grieving process and receiving help in dealing with bereavement from appropriately trained professionals, families can learn to live with their grief and begin rebuilding their lives.'

<http://www.childbereavementuk.org/>

The Dyslexia Association for Bromley, Bexley, Greenwich and Lewisham: The Dyslexia Association of Bexley Bromley Greenwich and Lewisham gives information and help for parents, teachers, adults and interested professionals.

<http://dyslexiawise.co.uk/>

The British Dyslexia Association: <http://www.bdadyslexia.org.uk/>

Bromley Borough have a Specific Learning Difficulties padlet which has lots of useful resources for supporting both schools and parents with children who have dyslexia or dyspraxia.

<https://isat.padlet.org/hannahlittle5/p7w5r614o7y06s42>

The National Autistic Society: 'We provide information, support and pioneering services, and campaign for a better world for people with autism.' <http://www.autism.org.uk/>

Bromley Autism Champions have a padlet which has lots of useful information and resources to support families and schools with children who are on the Autistic Spectrum.

<https://isat.padlet.org/amyraiah/pthyntkrug9nprh>

Community Paediatricians (Complex Communication Diagnosis). This service is for any child suspected with having Autistic Spectrum Disorder (ASD) who is living in the borough of Bromley. Families can not directly contact this service but would need a referral from their family doctor (GP), health visitor or school (SENDCo)

www.bromleyhealthcare.org.uk/explore-our-services/complex-communication-diagnostic-service

Bromley Mencap: The service provides a programme of information workshops and leisure activities to enable disabled children and their siblings to enjoy an ordinary life by reducing isolation and improving independence.

<https://www.bromlymencap.org.uk/support-and-services/children-family-services/>

CASPA is a rapidly growing charity that was set up in 2002, working with children, young people and families affected by autism.

<https://www.caspabromley.org.uk>

The National Deaf Children's Society: Provides information and support to the families of deaf children. <http://www.ndcs.org.uk>

Further information: SEND Code of Practice

The SEND Code of Practice gives guidance on the special educational needs and disability (SEND) system for children and young people.

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>