**Monday 28th November 2022**

Hello

I am Mrs Page - the Special Educational Needs and Disabilities Co-ordinator (SENDCo) at your child’s school. I have been in this position since the Summer term and I thought it would be pertinent to formally introduce myself to those of you who have recently joined us or who I have not yet had the chance to meet.

A person smiling for the camera

Description automatically generated with medium confidence

My role is to ensure that children with a Special Educational Need and/or Disability (SEND) have provision in place to meet all needs. I also organise assessment and intervention to ensure children’s needs are identified at the earliest point, ensuring appropriate provision to meet individual needs.

Parent/carer voice is of the utmost importance to me – you know your child better than anyone! I also aim to embed a positive parent experience for all. For this reason, I wanted to share information regarding communication which I want to actively encourage:

* I work in school on a Monday so this is the best day to contact me by phone. You are also welcome to contact me by email any time and I will respond as soon as possible. If your enquiry is urgent, then please contact the school office in the first instance who will direct you accordingly.
* If you want to discuss your child’s needs or have any concerns whatsoever, you are always welcome to arrange a face-to-face meeting with me via the school office – these can be organised at a mutually convenient time.
* For those children with an identified SEND, having regular communication between home and school, alongside working in partnership is crucial. A meeting will take place every term as part of an ‘Assess, Plan, Do, Review’ cycle, in which myself, the class teacher, parents/carers and your child can celebrate achievements and review provision. The next date for these meetings is **Monday 16th January 2023** and an invitation will be sent to parent/carers individually.

There is also further information regarding our whole-school approach to SEND and a link to Cheshire West and Chester Local Authority’s SEND Local Offer on our school website: <http://www.utkintonce.cheshire.sch.uk>

My contact details are:

Email: [sendco@utkintonce.cheshire.sch.uk](mailto:sendco@utkintonce.cheshire.sch.uk)

Telephone: 01829 732322

I really look forward to working with you to provide the best possible experience for you and your child.

Best wishes,

Mrs Page