



26th March 2018

Special Education Needs and Disabilities Co-ordinator (SENDCo)

Dear Parents/Carers,

At the end of this term we will be saying goodbye to Mr Keane, our SENDCo. Mr Keane has been with us for 8 years and we are extremely grateful for all the work he has undertaken for our students with additional needs.

I am writing to re-assure you that plans are in place following Mr Keane's departure.

From May half-term Mr James (current Year Leader 7) has been appointed as an Associate Assistant Headteacher with specific responsibility as SENDCo. Mr James is a highly experienced Year Leader and has significant experience of ensuring the needs of students are met as they transfer from primary school and will be extending his knowledge and role to implement support for all students with additional needs.

When Mr Keane takes up his new role, Ms Stanley who is currently Assistant Year Leader 7 and Transition Co-ordinator will take up the post of Year Leader 7 and Mrs Gill will take over Ms Stanley's current role.

Between Easter and the half term, the area will be overseen closely by Mr Devenney with Mrs Shelton, our current EAL Co-ordinator, taking on a more day to day managerial role.

I am confident that with these plans in place students will continue to be well supported. Should you have any concerns however, you are asked to contact either Mrs Shelton or Mr Devenney.

Yours faithfully,

Mrs V. Jones
Headteacher