



23<sup>rd</sup> September 2021

### **SENDCo Introduction**

Dear Parents and Friends of Castle Hill,

For those of you that have yet to meet me, I am the school's Inclusion Manager and as part of that role I am the SENDCo at both the Rooksdown and Greenbank site. In a nutshell, my role is to ensure that children with an identified special educational need are receiving support in order to help them to overcome their barrier to learning.

We currently have over 70 children on the SEND Register and a growing number of children with an EHCP (Educational Health Care Plan). As you can imagine, this means that the SENDCo role is a challenging and very busy one, but I am passionate that our children are receiving the high quality education that they deserve.

#### **Teacher First – SEN Support** (see diagram overleaf)

The SEND code of practice clearly states that every teacher is a teacher of a child with SEND and my role, as SENDCo, is to advise the teachers when necessary and to oversee that the children are receiving the best support. With that in mind, **your first point of communication is your child's class teacher** (for worries and existing provision). Half termly parent meetings will be held with the teacher when targets are reviewed and agreed upon. For most children, this level of support is sufficient.

When a child's needs are more complex and in need of external agency support (such as speech & language therapists and the educational psychologist) **then I become involved and liaise with agencies, teachers and parents.**

#### **Educational Health Care Plan**

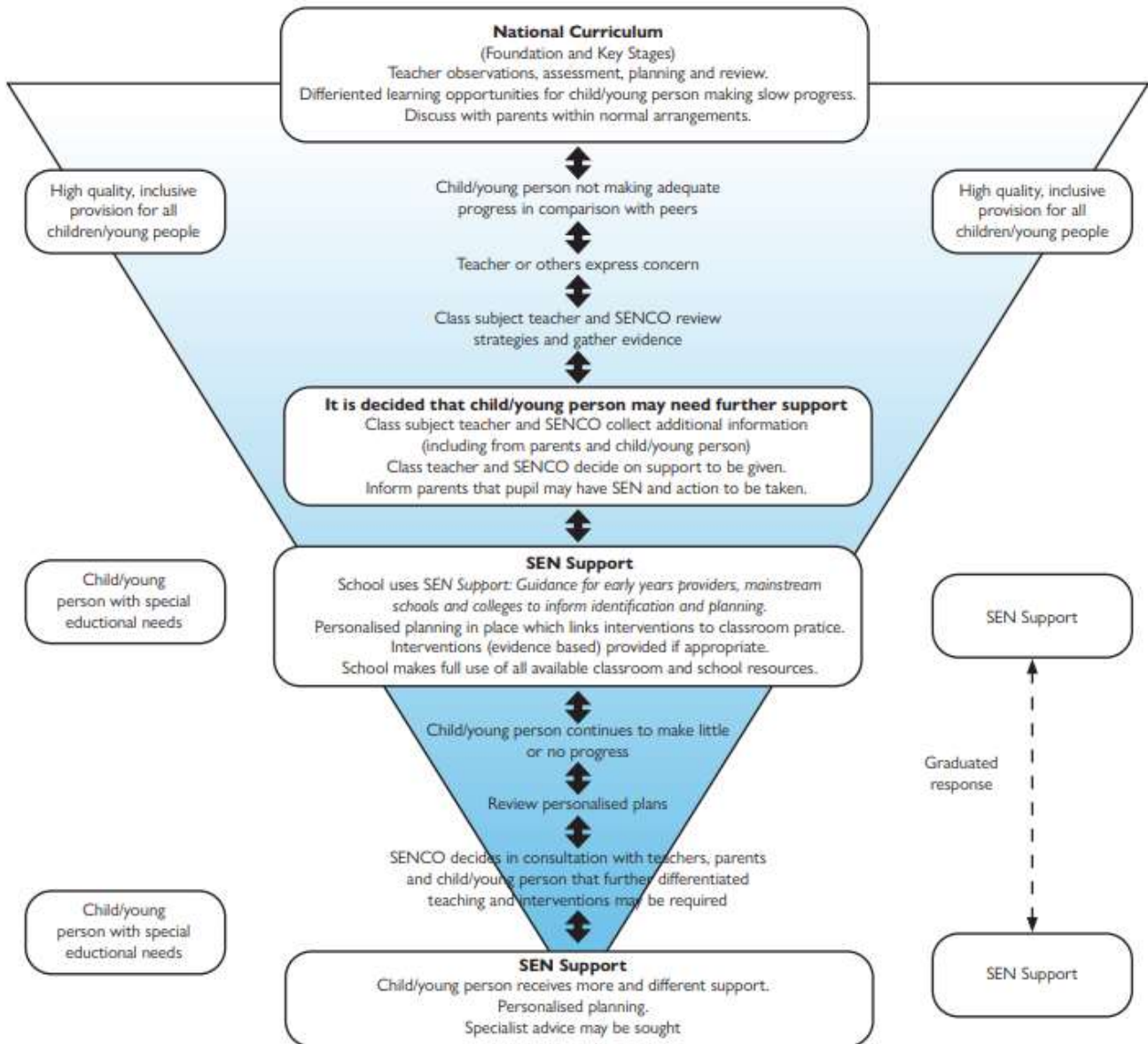
If a child is deemed in need of an EHCP (which is only 2% of primary children nationally), I will collate and present evidence. I also ensure that the outcomes in an EHCP are being worked on.

#### **Direct Contact**

If you feel that your query cannot be answered by the class teacher, then I am setting up SEND clinics each half term when you can make appointments. (See separate letter/website for details).

Kind regards

Mrs T Lund  
Inclusions Manager/SENDCo



Taken from SEN Support Guidance for Schools

<https://documents.hants.gov.uk/childrens-services/sen-support.pdf>