

24th September 2024

New Castle Hill Primary Inclusions Structure

Dear Parents and Friends of Castle Hill,

I am very pleased to inform you that, as the school has been growing over recent years, we are now in a position to announce a new organisation structure. With 650 pupils and waiting lists in most year groups, and over 1000 parents, we have identified the need for a dedicated Inclusions team. Due to the growing complexities of the needs of our pupils, we have now established a team of staff who will be responsible for ensuring the best provision for all of our pupils, including vulnerable pupils, pupils with SEND (Special Educational Needs & Disabilities) and/or an EHCP (Education, Health & Care Plan).

Assistant Headteacher (Inclusions) Mrs Lund		
Senior Pastoral & Wellbeing Lead Miss Harding	Assistant SENDCo (KS1, Rooksdown) Mrs Cook	Assistant SENDCo (KS2, Greenbank) Mrs Mould

You will find attached the key roles and responsibilities of each of the team members, but in summary Mrs Lund now has overall responsibility, accountable to myself and Miss Willmouth, to ensure that all pupils are included in all aspects of school life. As well as having overall responsibility as the SENDCo, she oversees the school's admissions, attendance and reduced hours provision, as well as being one of the Safeguarding Leads.

Due to the ever growing and complexity of needs of our pupils, there is now a dedicated team, who report to Mrs Lund, with key areas of responsibility.

The New SEND Team

- Miss Harding will be the lead for all SEMH (Social, Emotional & Mental Health) needs of pupils. Supported by our wonderful pastoral team, she will oversee the emotional needs and provision for all of our pupils.
- SEND Support – Mrs Cook (EYFS/KS1 at Rooksdown) and Miss Mould (KS2 at Greenbank) will now be responsible for pupils identified as needing SEND support (Mrs Lund will still be responsible for KS2 at Rooksdown). Although your first point of contact will be the class teacher, contact can be made with Mrs Cook and Miss Mould for any support and queries.
- EHCPs – Mrs Lund retains overall responsibility for the provision of our pupils with an EHCP. With over 30 pupils with an EHCP now attending the school, your class teacher still remains your initial contact.

The New Pupil Premium Team

- Mrs Lund has taken on the role as our strategic Pupil Premium lead, which includes ensuring that our identified pupils are receiving the best provision possible.
- Pupil Premium Champions will work to ensure that individual families are aware of how funding can be used to support their children and track pupil allocations.

Parental Liaison

- Miss Harding is now responsible ensuring and strengthening our parental and family relationships. As always, any questions you may have regarding school, should in the first place be raised with the class teacher. If you feel that this has not been resolved, then a meeting can be booked with Miss Harding, who is a member of the Senior Leadership Team.


I am very proud of the hard work and dedication of my staff to drive the agenda of inclusions in our school, and our pupils, particularly our pupils with SEND, progress well and achieve well. This is thanks to the whole team approach and for the tireless work that Mrs Lund has done with the team over the years. This new structure is our way of building capacity within the team to ensure that we continue to meet, as far as we can, the needs of all our pupils, but please remember that your first point of contact is always with your child's class teacher.


Kindest regards

Mr John DF Martin, Miss Willmouth and The Castle Hill Team

Summary of Roles & Responsibilities (see below)

Appendix 1 – **Inclusions Team – Roles and Responsibilities**

Assistant Headteacher Inclusions – Mrs T Lund	
	
Responsible for:	Key Areas of Responsibility
SENDCo (whole school)	EHCPs SEND Support KS2 Rookdown
Inclusions Lead	Reduced Hours Provision Suspensions
Staffing (support)	Recruitment & career progression of PTPs (PM of HLTAs)
Attendance Lead	Overseeing whole school attendance
Pupil Premium Lead	Strategic development
Admissions Lead	Overseeing all new admissions
Deputy DSL	Child Protection; Pupils with SEND

Senior Pastoral & Wellbeing Lead – Miss N Harding	
	
Responsible for:	Key Areas of Responsibility
Behaviour Lead	Policy Strategic Lead Staff & Pupil Support

	Agency Co-ordination
Mental Health Lead	Staff Wellbeing Pupil's SEMH needs
Pastoral Team Lead	Behaviour specialists Pastoral Team – overseeing whole school provision
Parental Partnership	Developing strong links with parents.
Deputy DSL	Day-to-day contact

Assistant SENDCo KS1 – Mrs L Cook



Responsible for:	Key Areas of Responsibility
SEND Support (KS1)	SEND Support provision (KS1) SENDCo role development PTPs (KS1) Agency Co-ordination – Maple Ridge Transition – Main round (YR) & in-year (KS1) Specialist Provision (KS1)

Assistant SENDCo KS2 GB – Miss A Mould



Responsible for:	Key Areas of Responsibility
SEND Support (KS2 GB)	SEND Support provision SENDCo role development PTPs (KS2 GB) Agency Co-ordination – Speech & Language Transition (GB – Y3 (incoming); Y6 (outgoing) & in-year Thrive (reporting to Pastoral & Wellbeing lead)

Pupil Premium Champions

Responsible for:	Key Areas of Responsibility
Tracking of per pupil PP funding	Letters to parents Answering parental queries regarding funding. Tracking allocation Arranging for extra-curricular activities where needed.