



Wednesday 26th November 2025

Dear Parents and Carers,

Changes to our School SENDCO

Following our letter yesterday informing you of some key changes to our school's Special Educational Needs and Disabilities Coordinator (SENDCO) also called our inclusion leader, we would like to outline the handover process in more detail to reassure you that this process is being managed with the utmost care and sensitivity.

Our current SENDCO and Inclusion Leader, Miss Gillmore, will be handing over her responsibilities to our new SENDCO, Mrs Shallcross. We understand how important consistency is for our children and families, so we want to reassure you that we have a clear and thorough handover process in place. Below you will find answers to some frequently asked questions about what this change means for you and your child.

Frequently Asked Questions:

What is a SENDCO handover?

A SENDCO handover is when all the information about children with SEND is passed from the outgoing SENDCO to the new one. This ensures continuity of support and helps the new SENDCO understand each child's needs straight away.

Will my child's support change?

No. Your child's support and provision will continue as normal. Any changes in the future will only be made after careful review and discussion with you. All staff who work with your child are aware of all individual and whole class provision and they will continue supporting your child consistently and effectively. As always, if you have any concerns about your child's SEND needs and how they are met within the classroom, we would always direct you to speak to your child's class teacher in the first instance.

What information is shared with the new SENDCO?

Miss Gillmore will provide and share with Mrs Shallcross all relevant documents, including support plans, assessments, EHCP documents (where applicable), notes from meetings, and details of any ongoing referrals or deadlines. This ensures nothing is missed during the transition.

Will I have the chance to meet the new SENDCO?

Yes. Families will be offered opportunities to meet Mrs Shallcross during our Meet and Greet session on Thursday 4th December 2025 at 2:30pm.

Mrs Sarah Moss
Headteacher
Tel: 01304 611360
01304 621145
Email:
headteacher@eastry.kent.sch.uk
www.eastry.kent.sch.uk



EASTRY CHURCH OF ENGLAND
PRIMARY SCHOOL
COOKS LEA
EASTRY
SANDWICH
KENT
CT13 0LR

How will my child's EHCP be managed during the transition?

The school remains legally responsible for delivering your child's EHCP. All statutory deadlines, reviews, and provision will continue as usual. Please email Miss Gillmore directly if you have any specific queries or concerns about upcoming annual reviews or tribunal processes. Her email address is sgillmore@eastry.kent.sch.uk.

What should I do if I have concerns during the transition?

Please contact the school office, your child's class teacher, or speak directly with Mrs Shallcross once she has taken up the role in January. You are welcome to request a meeting at any time.

We hope this information reassures you that your child's support will remain stable and well-coordinated during this change. Thank you for your continued support and partnership. If you have any further questions, please do not hesitate to get in touch.

Kind regards,

A handwritten signature in purple ink, appearing to read 'S Moss', with a long horizontal stroke extending to the right.

Sarah Moss
Headteacher ,