

Thursday 17th September 2026

Key information for parents:	Support Available	Frequency	Purpose
	SEND Review Meetings	3 times per year	Meet with your child's SENDCo and class teacher to discuss progress, celebrate achievements and review support.
	SEND Coffee Mornings	Half-termly	An opportunity to speak with the SEND team, external professionals and other parents and carers in an informal setting.
	Contact the Inclusion Team	Throughout the year	<p>Alice Hale (SENDCo for Reception to Year 6)</p> <p>inclusion@hallam.sheffield.sch.uk</p> <p>Stacey Hughes (Assistant Headteacher, Inclusion Lead and SENDCo for Nursery and Diamonds)</p> <p>inclusion@hallam.sheffield.sch.uk</p>
<i>SEND Review Meetings will take place online via Microsoft Teams unless your child has an Education, Health and Care Plan (EHCP), in which case alternative arrangements may be made.</i>			
First Coffee morning:	Wednesday 18th November - 9.30am-11.30am Parent Workshop – Speech and Language Therapy and Occupational Therapy		

Dear Parents and Carers,

Welcome back to a new school year. We hope you and your families have had a restful and enjoyable summer break. We are looking forward to working in partnership with you to support your child throughout the year.

As we begin the new academic year, we would like to introduce the members of our Inclusion Team:

- **Stacey Hughes** - Assistant Headteacher, Inclusion Lead and SENDCo for children who attend Robins and pupils who attend Diamonds: inclusion@hallam.sheffield.sch.uk
- **Alice Hale** – SENDCo for children from Reception through to Year 6: inclusion@hallam.sheffield.sch.uk

We are committed to ensuring that every child receives the support they need to thrive both academically and personally. We value the importance of working closely with parents and carers and look forward to developing positive relationships with you throughout the year.

During the school year, parents and carers of children on the SEND register will be invited to attend three SEND Review Meetings. These meetings provide an opportunity to:

- Discuss your child's progress.
- Celebrate their achievements and successes.
- Identify any areas where further support may be needed.
- Work collaboratively with your child's SENDCo and class teacher to plan next steps.

These meetings will take place online via Microsoft Teams, unless your child has an Education, Health and Care Plan (EHCP), in which case alternative arrangements may be made. Following each review meeting, examples of your child's work will be sent home so that you can celebrate their achievements and progress together.

In addition to your child's termly review meetings, we will also be holding half-termly SEND Coffee Mornings. These informal sessions will provide an opportunity to:

- Speak with members of the SEND team.
- Meet and talk with external professionals who support our school.
- Connect with other parents and carers.
- Ask questions and share experiences in a supportive environment.

Further information about review meeting dates and coffee mornings will be shared with you during the year.

We look forward to working with you and supporting your child to have a happy, successful and rewarding year ahead.

Kind regards,

Stacey Hughes

Assistant Headteacher, Inclusion Lead and SENDCo (Nursery and Diamonds)

Alice Hale

SENDCo (Reception to Year 6)