

Date: 17th December 2025

Dear Parents and Carers,

Re: Leadership of SEND department

I am writing to introduce myself as the newly appointed SENDCO. Following the external promotion of our current SENDCO Ms Djang, I am pleased to be taking on this role, having been appointed from a role within the school and across the school's wider trust. I am proud of the positive improvements to SEND provision that have already been made, but I am also very clear that we are still on an important journey. SEND remains a top priority for our school, and I am committed to building on strong foundations to ensure all pupils receive the support they need to thrive. As part of this work, we will be working towards the Inclusion Quality Mark, reflecting our firm commitment to inclusive education and to ensuring every child feels valued, supported and successful within our community.

I have worked in secondary schools across Greater Manchester since 2005, following an earlier career in industry. During this time, my career has been varied, from working in supportive roles within schools to teaching and, from 2019, specialising in SEND. Two years ago, I joined the Education Learning Trust as the Assessor for Curriculum Access, Testing and Exams, working directly with The Kingsway School.

I am delighted to say that we have a strong and growing team, all of whom are committed to supporting our students and their families. Miss Horsey will be joining us as Assistant SENCo. Jo has been a successful teacher of Geography at the school for 10 years and also led the Duke of Edinburgh Award for the past 8. Our Resource Base Manager, Ms Buick, has worked at The Kingsway School for 14 years and brings a wealth of knowledge and experience in SEND. We also have Mrs Sawyers working alongside our Exams Team as the Access Arrangements Assessor, helping to ensure that appropriate support is in place for our students during their GCSE qualifications.

Looking ahead, our next steps will begin in January, with the first priority being a targeted recruitment drive to further strengthen our existing SEND team. This will enable us to increase capacity, enhance expertise and ensure that pupils and families continue to receive timely, high-quality support. I look forward to working closely with staff, pupils and parents as we continue to develop our SEND provision together.

Finally, I would also like to warmly invite parents and carers to a Meet the SEND Team event on 20 January at 6.00pm on our Broadway campus, where we will outline our vision for SEND in more detail and share how we plan to continue improving provision across the school.

Yours faithfully,

Jo Gillen

SENDCO (From January 2025)

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