

Thrunscoe Primary and Nursery Academy,
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Headteacher: Mr S. P. Bate B Ed (Hons), NPQH
Chair of Governors: Mr R. H. Sperr



Monday 28th September

SENDCo Monthly Drop-In Sessions

Dear Parents/ Carers,

As an academy, we value building relationships and having open communication with parent/ carers and we endeavour to answer queries and pass on messages in a timely manner. However, as you can appreciate, as a school, the majority of staff are class-based, either teaching or supporting your children through their day. Therefore it is not always possible, or practicable, for such staff to respond immediately, or even on the same day as a query is raised. We investigate issues or sometimes have to align availability/seek advice with outside agencies and staffs working days, before being in a position to address your queries. This process ultimately takes time. Although I am the SENDCo, I myself am also a class teacher and therefore, I am not always able to respond immediately to phone calls and emails.

I understand that this can be frustrating therefore, I would like to offer an additional opportunity for parents and carers to meet with me through a series of monthly parent drop-in afternoons. These sessions will provide a further opportunity to catch up, receive updates and to work collaboratively on any concerns or worries you are currently experiencing. Below are details of the dates for the 2026-2027 academic year:

- 5th October
- 9th November
- 7th December
- 4th January
- 1st February
- 1st March
- 5th April
- 10th May
- 7th June
- 5th July



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Parents are welcome to attend without an appointment; however, if you would prefer a specific time slot, this can be arranged through the school office. Time slots are 10 minutes each with the first available slot being 1.50pm and the last slot being 3.10pm on the dates mentioned above. **Parents are able to request a 20-minute slot but this is at the discretion of the office and based purely upon availability.** Please note that if you do come without an appointment, there may be a short wait. When booking, the office team will ask for a brief outline of what you would like to discuss so that I can prepare appropriately and ensure our time together is as productive as possible.

I would also like to remind parents that your child's class teacher should always be the first point of contact for classroom-related and SEND related matters. As an academy, we have worked tirelessly to ensure your children are supported by staff that are highly trained and skilled in supporting pupils with SEND and therefore your queries will often be able to be answered by those working most closely with your child. Many questions can be resolved quickly through this route, helping us maintain clear and effective communication.

In addition, our Wellbeing Team is available to support families with any challenges affecting home life and family wellbeing. If you would like to contact the team, please email wellbeing@thruncoscoe.academy and someone will reply to you as and when they can.

Obviously, it goes without saying that if your query is urgent then please do not hesitate to contact us. These drop-in sessions are to improve communication between home and school and are not a replacement for urgent queries.

Thank you for your understanding and support. I look forward to continuing to work together to ensure the very best outcomes for all our shining stars!

Kindest Regards,

Mrs Matthews
SENDCo