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Headteacher: Mr William Neighbour

Wednesday 6th March 2019

Dear Parents,

As you are aware, I am the class teacher for Year 1 as well as being our schools SENDCo (Special Educational Needs & Disabilities Co-ordinator), both roles which I love and feel privileged to hold.

Although I 'wear two hats', my focus at the start of the day must be on welcoming my class and settling them for the day's learning ahead and similarly at home time, I must ensure their safe departure. These times are not suitable for the discussion of SEND related matters as I cannot give you my full focus or attention.

To ensure I can be available to all parents equally and give you the support and focus you need, all SEND related enquires now need to be passed to me via the office. I have set up a drop box for your letters, paperwork and other correspondence and there is a contact form available if you need to leave me a note. This box will be checked daily and I shall reply to you or get in touch as quickly as possible during my allocated SEND time.

Kind regards

Mrs Walker