

Dear Parents and Carers,

I am delighted to introduce myself to you as the Special Educational Needs and Disabilities Coordinator (SENDCo) for St James CE Primary School.

Children have special educational needs if they have a learning difficulty which calls for special educational provision to be made for them. Special educational provision means educational support which is additional to, or otherwise different from, the educational support made generally for children of their age at our school. This can range from extra support with an adult, or small group interventions, to specialised equipment and personalised targets. The teacher is responsible for the pupil and will remain responsible for working with the child on a daily basis and for planning and delivering an individualised programme where appropriate.

**Some of the main roles of the SENDCo involves;**

- overseeing the day-to-day operation of the school's SEND policy;
- co-ordinating provision for children with SEND;
- working with and advising other members of staff;
- working in partnership with parents of children with SEN;
- contributing to the training of staff;
- liaising with those who can support outside of the school (e.g. Educational Psychologists, Speech and Language Therapists, Local Authority services etc...)

If you are already aware of any additional needs or diagnosis that your child may have then do get in contact as soon as possible so that we can ensure we have the best possible start for your child. Equally if you are concerned but unsure if your child may or may not have additional needs and whether they will require additional support then it may be helpful to discuss this.

I look forward to meeting you all in person in the near future and working alongside you to support your pupils as best we can.

Kind regards,

Peter Wood  
Assistant Headteacher and SENDCo