Dear, Parents/Carers,

SENDCo September Letter - Reminders

Firstly, welcome back to all the children and parents for another year at NJA and hello to all the new Year 3 children and parents. The children have embraced the past three weeks at school and settled into their new classes, ready for the year ahead. I am writing to you with a few reminders from last year or new information if you child is in Year 3.

Firstly, I would like to remind you that my working days as SENDCo will be a Monday and Tuesday as I have teaching commitments for the rest of the week. As a result, I will be available to contact throughout the day on Monday and Tuesday and after 3pm for the remainder of the week. I will respond to any messages/queries on these days so please do not feel like I have forgotten or have not answered your concern. Please bear with me and I will get back to you as soon as I can.

Every Tuesday, from 3pm to 4:30pm, I will be holding "parent drop-ins", providing opportunity for face-to-face meetings or conversations to address any queries, questions or concerns you may have – or even just a cup of tea and chat!

Over the next few weeks, I will be popping into every class to check in on all pupils to ensure they are settled and that the provision they need is in place. Before October half term, new 'My Plans' will be created with your child's previous and current teacher and sent home and these will be shared with applicable parents as soon as possible; these will replace previous Individual Education Plans (IEPs). All transition information, to ensure your child has settled into their new class, has taken place.

If you have any questions or would like to schedule a meeting to discuss your child's needs, please do not hesitate to contact me.

Wishing you a wonderful start to the academic year.

Kind Regards

Alicia Gudge
SENDCo