

Chapmanslade

Church of England Voluntary Aided Primary School

Thursday 23rd November 2023

Dear Parents,

This letter is being sent to parents to all of our pupils on our Special Educational Needs (SEN) Register. Please read the below carefully and please do not hesitate to ask your child's teacher or myself if you have any questions.

Upcoming SEN Pupil Reviews

As you may be aware, we review *Support Plans** for pupils on our SEN Register** at the end of Term 2, 4 and 6. Your child's class teacher will be in touch shortly with you to arrange a review meeting before the Christmas holidays.

During this meeting, your child's class teacher will share progress towards their specific targets and discuss new targets and next steps for the following term. Before the meeting, it is helpful if you are able to consider what you think is 'working' and 'not working' recently so that teachers can update the plan accordingly.

In an update to procedure, teachers will now provide you with a copy of the updated My Support Plan. This will be after the meeting itself, and will likely be after the holidays (some teachers will have 10 plans to complete this year).

Targets will be reviewed at the end of Term 3. Progress toward these, along with new targets, if applicable, will be shared at the next parents' evening (in the first week of Term 4).

**SEN pupils with an EHCP follow their EHC Plan, which is reviewed with you at a mid-year review and an annual review. However, you are still welcome to meet with your child's class teacher to discuss progress towards their individual targets if you would like.*

***If your child has recently been placed on the SEN Register, teachers will hold an initial meeting to prepare a Support Plan with you. Please come prepared to discuss your thoughts on the below:*

- *your child's key strengths and difficulties*
- *how their strengths and difficulties impact at home and/or school*
- *what they like and what makes them happy*
- *your hopes for your child now and what they can achieve next*
- *what is 'working' and 'not working'*

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Headteacher: Mr Robert Cottrell

SENCo Update

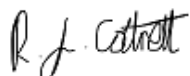
I wanted to update you as our SENCo, Mrs Robertson, has handed in her notice and will be leaving us at Christmas. Mrs Robertson will be taking up a new non-school based role, working for the Wiltshire SEN team. I am sure you will join me in wishing her all the best for the future.

As you may have read in a recent letter, we currently have around 20% of pupils with additional need. I have worked to increase SENCo time at Chapmanslade over the past couple of years, with Mrs Robertson now coming in for 4 hours per week (this was 2 hours every other week before my tenure). However, as I am sure you will realise, this allocation of time still does not reflect our high numbers of SEN and pupil need - I work closely with Mrs Robertson on matters relating to SEN and monitor pupils throughout the rest of the week. Governors and I have made the decision for me to take on the SENCo role fully for the remainder of the academic year at least. Over the course of this term, I have been training up behind the scenes and will be having a full handover from Mrs Robertson before she leaves.

Mrs Robertson and I have been working hard to improve our practices with regard to SEN at Chapmanslade School over the last two years. Following our brilliant comments from Ofsted with regard to supporting our learners with SEN, we continue to receive extremely positive feedback from School Improvement Partners, Wiltshire SEN Specialists and parents; often praising our inclusivity. I want to reassure you that keeping this high standard will continue to be my priority.

As always, please do not hesitate to contact me should you wish to discuss this further.

Yours sincerely,



Mr Cottrell

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