



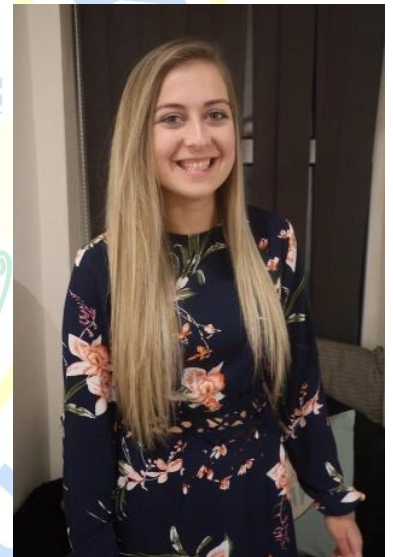
Monday 14<sup>th</sup> July 2022

Dear Parents and Carers,

I am delighted to introduce myself as Special Educational Needs Co-ordinator (SENDCO) for Horton Kirby Church of England Primary School.

The role of SENDCO involves:

- overseeing the day-to-day operation of the school's SEND policy;
- co-ordinating provision for children with SEND;
- liaising with and advising colleagues;
- overseeing the records of all children with SEND;
- liaising with parents of children with SEND;
- contributing to the in-service training of staff;
- liaising with external agencies, including the Local Authority's support and educational psychology services, health and social services and voluntary bodies.



On **Wednesday 7<sup>th</sup> September 2022**, I will be hosting a coffee morning at **09:30am** in the school hall and will be available to talk afterwards if you would like to attend.

I look forward to meeting you all and thank you for your continued support.

Miss Harper

SENDCO