



# HOLY FAMILY CATHOLIC PRIMARY SCHOOL

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Headteacher Mr P.O'Kane

21<sup>st</sup> March 2017

Dear Parents & Carers,

As you may be aware Mr Stockley, our SENCO, is currently unavailable. I am writing to introduce myself to you all as Interim SENCO as I am helping the school out on a temporary basis having started this week.

My name is Mrs Lewis. I have previously worked as a SENCO but most recently as an infant school head teacher in mid Essex. I am currently studying for the National Award for Special Needs Coordination which I hope to complete this summer.



I am working part time and my usual working days are Monday, Tuesday and Thursday mornings. There is a little flexibility in my slots so that I can be available to attend particular meetings or reviews that cannot be held on those days.

I will be taking the time to visit all the classes in school, including the nursery, so that staff and the children will all have the chance to get to know me. Obviously it will take me some time to get to know everyone, as well as all of you as parents and carers of course, and to help that process I am hoping to set up a weekly SENCO Surgery for parents straight after the Easter holidays so that you can have easy access to me.

I will have two 25 minute appointments available on a Tuesday afternoon from 2.30 pm until 3.30 pm, and if you would to meet with me you can book one of these appointments via the school office from the 18<sup>th</sup> April 2017. Obviously if that time of the week is not convenient, please just leave a message at the school office and I will get back to you as soon as I can to try and arrange a mutually agreeable alternative slot.

I would also like to set up a voluntary questionnaire about SEN Provision and Communication so that as a school we can make this a priority for the summer term. I will send this out to you after Easter and would be very grateful for your participation as it will really help us move things forward by gaining your input.

In the meantime, Easter is fast approaching so may I take this opportunity to wish you Happy Holidays, and I look forward to working with you during Mr Stockley's absence.

Yours sincerely,  
Mrs C. Lewis