

Urchfont C.E. Primary School

SENCO and SEND Communication Update Information

Important Dates for the Diary!

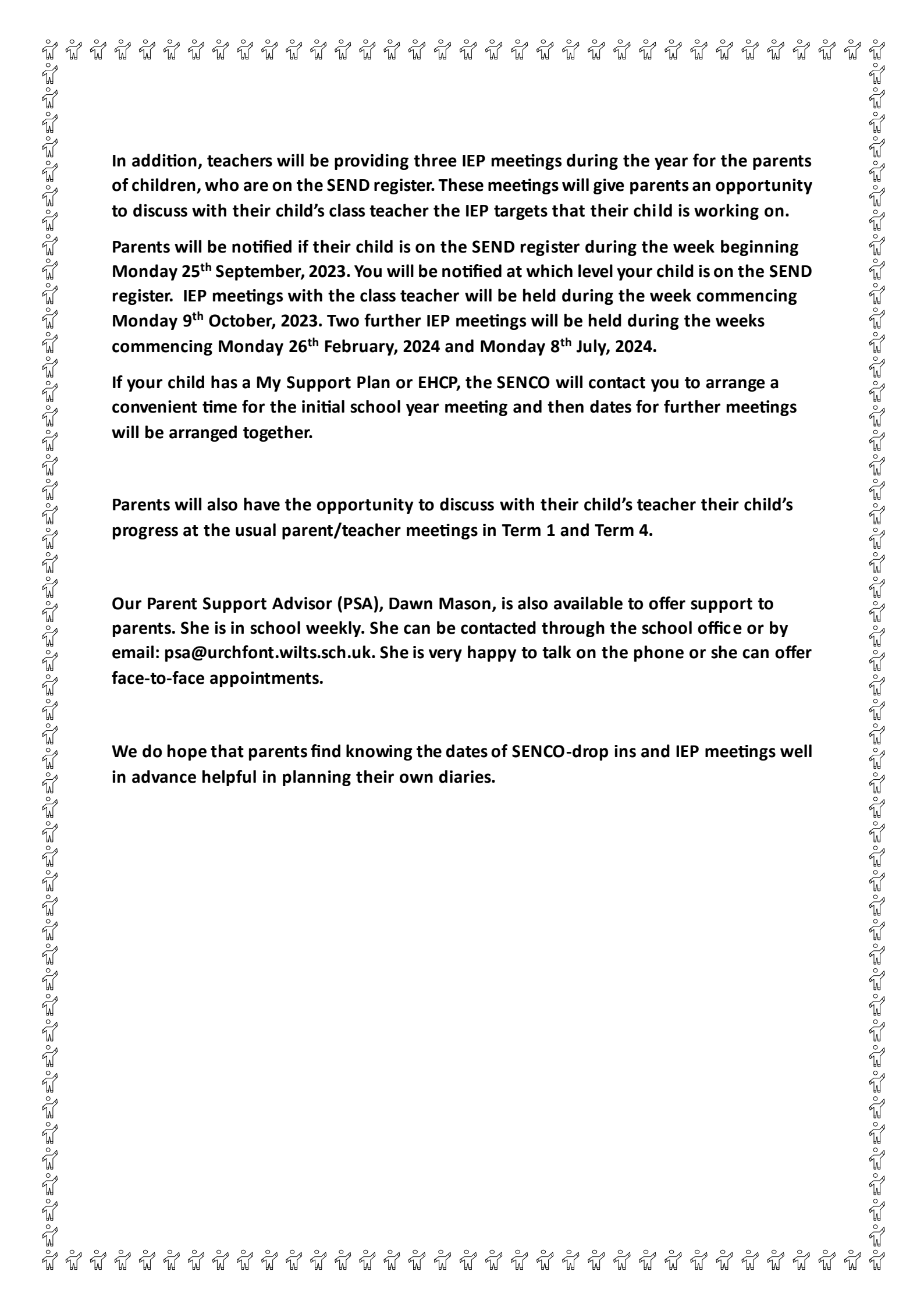
We are pleased to inform you of the following arrangements for the academic year 2023/24 regarding our SENCO and parent meetings.

We are sure that you can understand that as our new SENCO, Mrs. Groves, also has a class teaching role in school, it is extremely difficult for her to continually come out of class to meet with parents to discuss SENCO related issues. As we highly value the opportunity for parents to meet with the SENCO, it has therefore been decided that there will be 6 SENCO drop-ins during the year to provide parents with the opportunity to meet with Mrs. Groves to discuss new or previously talked about concerns. Your child does not need to be on the SEND register to meet with Mrs. Groves. Issues may range from academic to emotional well-being to ELSA follow-ups to a one-off query. The SENCO drop-in dates for the academic year 2023/24 are:

- Wednesday 27th September, 2023 8.45am to 11.45am
- Monday 20th November, 2023 8.45am to 11.45am
- Monday 15th January, 2024 1.00pm to 3.00pm
- Wednesday 13th March, 2024 8.45am to 11.45am
- Monday 20th May, 2024, 8.45am to 11.45am
- Monday 22nd July, 2024, 1pm to 3pm

It is intended that these appointments are face-to-face, but we understand that due to the commitments of parents this may not be possible. In these instances, a phone call appointment can be arranged. You can make an appointment for a SENCO drop-in anytime by emailing the SENCO at SENCO@urchfont.wilts.sch.uk. Please make it clear which date you wish to make an appointment for and whether you would like a face-to-face or phone call appointment. If you wish to make a phone call appointment, please also indicate the phone number that you wish to be contacted on.

The SENCO will of course be available to deal with any emergencies that arise outside of SENCO Drop-in times. Please contact the school office or email SENCO@urchfont.wilts.sch.uk in such instances.



In addition, teachers will be providing three IEP meetings during the year for the parents of children, who are on the SEND register. These meetings will give parents an opportunity to discuss with their child's class teacher the IEP targets that their child is working on.

Parents will be notified if their child is on the SEND register during the week beginning Monday 25th September, 2023. You will be notified at which level your child is on the SEND register. IEP meetings with the class teacher will be held during the week commencing Monday 9th October, 2023. Two further IEP meetings will be held during the weeks commencing Monday 26th February, 2024 and Monday 8th July, 2024.

If your child has a My Support Plan or EHCP, the SENCO will contact you to arrange a convenient time for the initial school year meeting and then dates for further meetings will be arranged together.

Parents will also have the opportunity to discuss with their child's teacher their child's progress at the usual parent/teacher meetings in Term 1 and Term 4.

Our Parent Support Advisor (PSA), Dawn Mason, is also available to offer support to parents. She is in school weekly. She can be contacted through the school office or by email: psa@urchfont.wilts.sch.uk. She is very happy to talk on the phone or she can offer face-to-face appointments.

We do hope that parents find knowing the dates of SENCO-drop ins and IEP meetings well in advance helpful in planning their own diaries.