

Urchfont C.E. Primary School
SENCO and SEND Communication Update Information
Important Dates for the Diary!
2024/2025



We are pleased to inform you of the following arrangements for the academic year 2024/25 regarding our SENCO and parent meetings.

SENCO Drop-ins

We are sure that you can understand that as our 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 3 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 2024/25 are:

- **Wednesday 13th November, 2024 1.00pm to 3.00pm**
- **Wednesday 26th February, 2025 1.00pm to 3.00pm**
- **Wednesday 11th June, 2025 1.00pm to 3.00pm**

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.

We would like to emphasise that your child's class teacher should be your first point of contact as it is the class teacher, who knows your child best. You can contact your child's class teacher through the class email address.

SEND Register

Parents will be notified by email if their child is on the SEND register, and at which level, for the academic year on 25th September, 2024.

Teachers will be providing three IEP meetings during the year for the parents of children, who are on the SEND register at School Support level. These meetings will give parents an opportunity to discuss with their child's class teacher the IEP targets that their child is working on. IEP meetings with the class teacher will be held on Wednesday 2nd October, 2024 3.30pm to 4.45pm, Wednesday 8th January, 2025 3.30pm to 4.45pm and Wednesday 9th July, 2025 3.30pm to 4.45pm. These will be face-to-face meetings. If you are unable to come into school, we do ask that you contact your child's class teacher to make a phone call appointment during the session times.

If your child has a SEND Support Plan or EHCP, meetings will also be held three times during the year to review and set targets on Wednesday 9th October, 2024, Wednesday 8th January, 2025 and Wednesday 9th July, 2025. All meetings will be held between 1pm and 3.00pm.

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.

We do hope that parents find knowing the dates of SENCO-drop ins and IEP/Send Support Plan/EHCP meetings well in advance helpful in planning their own diaries. During the academic year 2024/25, Mrs. Groves will have her SENCO time every other Wednesday afternoon. Non-urgent enquiries will be dealt with during this time.

We look forward to working with you on your child's SEND journey this coming year.

