



WILLIAM HARDING SCHOOL
Aim high... Work hard... Be kind...

WILLIAM HARDING SCHOOL

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Head Teacher: Miss T Cotchin BA(Hons) PGCE NPQH



29 March 2023

Dear parents and carers,

Re: SEN Communications approach

Support for SEND pupils

Supporting all pupils to achieve their potential is of the highest priority at William Harding and in order to support us in doing this at our very large primary school, we have a dedicated SEND team. They all work alongside Ms Chowdhri our SENDco to best meet the needs of our pupils as well as support all teachers and teaching assistants. The SEN team are highly experienced and very knowledgeable. However, between them, they have a high volume of parents who would like to speak to them.

Approach to communications

Therefore, we would like to remind you of our approach to communications for SEND pupils to ensure that you as parents are able to contact the right person you need with regards to SEND at William Harding and that all staff are able to support you as needed.

Communications about class provision

If the query is regarding class provision for your child, this needs to follow the usual line of communication through a discussion with class teacher and then year lead if necessary. The SEN team work closely with all of our teachers to ensure pupils' needs are met by the class team. The SEN team are always informed about communications regarding SEN and will be involved as necessary, but discussions should come through the class teacher as much as possible, as they are working with that child the most frequently.

Communications about EHCP applications, referrals or external agencies

If the query is regarding EHCP applications, referrals or external agencies, these will be dealt with by a member of the SEN team. Therefore, it could be dealt with by Mrs Craft, Mrs White, Miss Dawe or Ms Chowdhri, depending on the nature of the enquiry. We understand that often you feel you want to speak to Ms Chowdhri as our SENDco,

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however, due to the size of our school, she will not always be available to respond to your query. One of the members of our SEN team may contact you instead. They all work closely alongside Ms Chowdhri, and in most circumstances will be able to deal with your query.

We would request that emails regarding SEN always go to the office@williamharding.school and can then be directed to the appropriate people as needed.

Thank you for your continued support.

Kind regards,

Miss Brydon

Deputy Headteacher

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