Dear Parents and Guardians,

I hope this letter finds you well. My name is Miss Brown, and I am pleased to introduce myself as the new Assistant Headteacher and Special Educational Needs Coordinator (SENCO) here at Langley Mill C of E Infant and Nursery school. It is with great enthusiasm that I embark on this journey, and I am eager to become an integral part of the school community.

With a broad background of 16 years in teaching across various educational settings, I bring a range of experience and a deep passion for ensuring that every child receives the support they need to thrive academically, socially, and emotionally. I have recently completed the National Award for Special Educational Needs Coordination, further enhancing my commitment to fostering an inclusive and supportive learning environment.

As part of my responsibilities, I will also be teaching in the Reception class three days a week. This hands-on involvement allows me to not only understand the unique needs of our young learners but also to actively contribute to their growth and development. I believe in a collaborative approach to education, and my goal is to work closely with both the staff and parents to ensure a holistic and positive experience for each child.

Currently, I am in the process of settling into the vibrant school life here at Langley Mill. My top priority is getting to know your children on a personal level – understanding their individual needs, preferences, and personalities. By being present in the school every day, I aim to build strong connections with both the students and their families.

At Langley Mill, we are committed to providing personalised support for every child. Currently, we have a range of interventions tailored to meet individual needs, as outlined in the 1-page profiles that specify unique targets for each student that requires it. These interventions cover essential areas such as phonics, maths, speech and language, as well as nurture and positive play. 1-page profiles can be discussed with class teachers and should be shared during parent consultations. I am aware of children on our SEN register and that some children may need extra support and funding. I will contact parents of children whom I complete these actions for and will inform you when the information has been sent to the local authority, as it can be a timely process once it has left our hands. Once I have become more familiar with the children, I will also begin to arrange meetings or contact families for updates.

To further enhance our ability to meet the diverse needs of our students, our dedicated staff have recently undergone comprehensive training in several specialised areas. We are proud to announce that our team is now equipped with skills and knowledge in SEND PE, Sensory Toolkit, Autism, Emotion Coaching, Behaviour Support, and Quality First Teaching.

We are dedicated to continuous professional development and upskilling ourselves based on the evolving needs of the children. By staying current with the latest educational practices and methodologies, we can create an environment that fosters not only academic success but also the overall well-being of your child.

I assure you that I am dedicated to working tirelessly alongside the existing staff to create an inclusive and nurturing environment where every child can thrive. Communication is key, and I encourage an open dialogue between parents and the school. Please feel free to reach out to me with any questions, concerns, or insights you may have.

I am genuinely excited to be a part of your child's educational journey here at Langley Mill. Together, let's create an environment where every child can flourish and achieve their full potential.

Thank you for your warm welcome and your patience during this transition. I look forward to meeting each of you in person.

Warm regards,

Miss Brown

Assistant Headteacher/SENCO

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