



Talbot Primary School

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4<sup>th</sup> November 2024

Dear Parents/Carers,

As you are aware, Mrs Louise McDonald, our school SEND leader, has now left to start her maternity cover. She is an exemplary practitioner and we all greatly appreciate the work she has undertaken to ensure there are clear systems and structures in place to support our children. We would like to wish Mrs McDonald and her family all the best for the future. We thank her for her kindness and patience and for all the support she has given, not only to our families, but her colleagues too. We look forward to welcoming her back in late 2025 following her maternity leave.

From today, Mr Ross Browne will act as SENCo for Talbot Primary and he will be supported by Mrs Jane Clarke who is a SEN Support Adviser from Hamwic Trust. Mrs Clarke will work on site every Thursday. On 7<sup>th</sup> November Mr Browne and Mrs Clarke are offering parents the opportunity to come into school at 2.30pm for an open session to discuss anything relating to the SEN process within school, so please do come along if you feel this would be of interest to you.

We would like to take this opportunity to outline what the current process is, if you wish to raise any concerns about your child (including SEND concerns). Both Mr Browne and Mrs Clarke will continue to follow the process, which is detailed below:

- 1) **It is always advisable to speak to your child's class teacher first**, as they know your child the best. Their quality first teaching will support your child with any need they might have, and it is likely that they will have sought advice from colleagues to ensure they are aware of different approaches to suit your child's learning. Class teachers will also share any additional strategies that are working well in school to see whether these are useful at home.
- 2) The class teacher will gather evidence and where appropriate will make adaptations to their practice using our toolkit of specialised resources to best meet the needs of your child. The teacher will give these changes time to embed, before making any further amendments, this will enable them to assess whether they are having a positive impact before deciding on next steps. The teacher will communicate with you how things are progressing during this period.
- 3) The class teacher may refer your child to the SENCo for advice, having logged concerns from you and/or any observations of their own.



- 4) Where appropriate an Individual Education Plan will be put in place (IEP), which is co-created with you. You will have access to the IEP, being able to view it via our SEN system Edukey and can add your contribution and your actions towards the plan, as well as harnessing the voice of your child.
- 5) School will monitor and observe. You can communicate with the class teacher to discuss improvements or where strategies are not working as well.
- 6) If concerns continue the class teacher will direct to the SENCo who will observe, collate all the available information before considering whether a referral is appropriate at that time or if more specialist support can be accessed via external agencies.

There is further information given regarding the referral process on our website (see link below).

[Talbot Primary School - Special Educational Needs](#)

You will note that it is the class teacher who will act as the primary contact with you.

If you have any questions regarding this, please direct them to the School Office and they will be happy to assist you.

Yours sincerely

Mrs K Curtis  
**Headteacher**