

March 2023



Dear Parents and Carers

Our aim at One In A Million Free School is to ensure that all of our students achieve or exceed their potential.

I am delighted to introduce myself as the Special Educational Needs Co-ordinator (SENCO) for One In A Million Free School.

We are in contact with your child's Primary School to collate all the information we need to support your child. If appropriate you will be invited to a meeting by our Transition Team to discuss your child's needs so that we can provide the appropriate support from September

The role of the school SENCO involves;

- Overseeing the day-to-day operation of the school's SEND policy;
- Co-ordinating provision for children with SEND;
- Liaising with and advising colleagues;
- Overseeing the records of all children with SEND;
- Liaising with parents of children with SEND;
- Advising parents who may have concerns about their child's progress;
- Contributing to the in-service training of staff
- Liaising with external agencies, including the Local Authority's Support and Educational Psychology Services, Health and Social Services and voluntary bodies.

Please do not hesitate to contact me if you have any questions or concerns.

Yours faithfully

Mr P Gallagher  
SENCO

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