



Headteacher:

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19<sup>th</sup> November 2014

Dear Parents,

In September our new SENCO (Special Educational Needs Co-ordinator), Elaine Stone, joined our school team and comes into school for half a day each week to meet with teachers, pupils and parents, managing any areas of special educational needs.

Next Tuesday morning, 25<sup>th</sup> November, Elaine is holding a parent surgery between 9am and 12am, inviting parents to come to meet her, and offering an opportunity for you to discuss with her any concerns that you may have.

If you would like to make an appointment to meet Elaine, please call or email the school office to arrange a time.

Kind regards,

Helen Evans

Admin & Finance Officer