

Dear parents/carers,

I just wanted to write a little letter to introduce myself to those of you who do not know me and to reconnect with those of you who I have already met. Normally I would have been able to chat with people during our Meet the Teacher meetings but due to the ongoing restrictions in school this has not been able to happen. Therefore I thought I'd send a little letter to let you know a little bit about the work I do in school and where to find me should you need me.

My name is Mrs Wileman and I am the Deputy Headteacher and Special Educational Needs Co-ordinator (SENDCo) here at Holmesdale Infant School. Three days of the week I teach in Ash class and the other two days are spent fulfilling my SENDCo and Deputy Headteacher duties.

My role as SENDCo means I am responsible for co-ordinating any *extra* provision your child may need to support them during their school life. Examples of this may include support in class to consolidate learning, extra speech and language sessions as directed by speech therapists or time spent in our Nurture provision to help a child in times when they may not be feeling emotionally 'quite right' to name just a few.

If you do have any concerns about your child we would always ask that you speak to your child's class teacher in the first instance. However should you need me, please feel free to get in touch using the details below or you can often find me on the school gates during collection and drop-off times towards the end of the week.

I look forward to seeing some of you soon,

*Katie Wileman*

Deputy Headteacher & SENDCo

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