



Dear Parents,

I would like to inform you about some recent changes to the Special Educational Needs and Disabilities (SEND) staffing at St. Thomas More Catholic Voluntary Academy. The unwavering goal is to ensure the provision of high-quality support to all students who require additional assistance.

To ensure maximum coverage, the teaching assistants have been re-timetabled. By strategically allocating their time, we can effectively support learners with specific needs throughout the school day.

Rest assured that despite these changes, we are committed to completing all referrals initiated under the previous staffing arrangements. We are meticulously reviewing each case and ensuring that the necessary evidence is collected and documented.

I personally am overseeing the progress of students who have an Education, Health, and Care Plan (EHCP). My objective is to ensure that the EHCP reviews are conducted in a timely manner. Additionally, we are reviewing and updating pupil passports as required, so that the support provided aligns with the students' current needs.

We place great emphasis on "Quality First Teaching" in the classroom, which involves providing our teachers with the necessary tools and techniques to meet the diverse needs of all our students.

To provide an opportunity for you to discuss any concerns or ask questions regarding SEND provision, I will be hosting SEND surgeries after the Easter break. During these surgeries, you can meet with myself and other key staff members who are involved in supporting your children.

Should you have any pressing issues related to SEND provision or referrals at an earlier date, please complete the slip below and return it to myself (Mrs. Lancett) or place it in the red post box at the student reception area.

I greatly value the partnership between parents, staff, and the school community in supporting the educational journey of our students. We remain committed to ensuring that all students receive the individual support they require to succeed academically and thrive socially.

Thank you for your understanding and ongoing cooperation.

Yours sincerely,

Mrs S Lancett  
Deputy Headteacher

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Name of Child: \_\_\_\_\_

Year group: \_\_\_\_\_

Point for attention of SEND team: \_\_\_\_\_

Parent name: \_\_\_\_\_

Date: \_\_\_\_\_

