



ADDMORE FEDERATION
'Together we add more'

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Executive Headteacher: Mrs S Henney,
BA(Hons), MEd, NPQH, NASENCO

21st March 2024

Dear Parents,

Re: Change in SENDCo Role

I am writing to inform you that after the Easter break, Miss Archer will be taking on the role of Special Educational Needs and Disabilities Coordinator (SENDCo) across our Federation. Miss Archer is highly qualified and experienced in this area, having previously acted as SENDCo prior to Miss McLaughlin, and is excited to work collaboratively with all our families to further enhance our SEND provision.

To ensure a smooth transition, Mrs Henney, who also holds the NASENDCo qualification, will be providing additional guidance and support to Miss Archer. They will work closely together to ensure the seamless transfer of information and case load management. This collaborative approach aims to minimize disruption and maintain an uninterrupted level of support for our SEND pupils.

We would like to take this opportunity to express our sincere appreciation and gratitude to Miss McLaughlin for her dedication and hard work as our SENDCo over the past three years. Her commitment to providing the best possible support and provision for our SEND pupils has been exemplary, and we wish her every success in her new role as the Director of SEND at Woodlands Outreach.

Miss Archer is eager to meet and familiarise herself with all our families, and she is committed to further developing our SEND offer to ensure the best educational experience for our SEND students. We are confident that Miss Archer's expertise and dedication will enable her to continue the excellent work carried out by Miss McLaughlin.

As always, we remain committed to providing the best educational support for all our students, and we appreciate your ongoing support and collaboration. If you have any questions or concerns regarding this change, please do not hesitate to contact the school office.

Thank you for your continued support.

Yours sincerely,
Mrs S. Henney

