



13<sup>th</sup> September 2017

Dear Parent/Carers,

**Introduction as SENCo (Special Educational Needs & Disability Coordinator)**

I am writing to introduce myself as the new SENCo at Park View Primary Academy.

Prior to this post I have worked as SENCo at another Leeds Delta Primary Academy. Two years ago I gained The National Award for SENCo and have been specifically trained in the areas of Special Educational Needs and Inclusion.

I am delighted to be joining the team at Park View Primary Academy. I will be working as SENCo across two academies so will be at Park View for two days per week – Wednesday and Thursday. This will allow me to share expertise across the two academies to provide better quality provision for your children.

My role as SENCo is critical in ensuring that children with special educational needs and disabilities within a school receive the support they need. I have an important role to play with the Principal and Education Advisory Body (EAB) in determining the strategic development of SEND policy and provision.

Some of my responsibilities as SENCo include:

- Supporting the identification of children with special educational needs.
- Co-ordinating provision for children with SEN.
- Liaising with parents of children with SEN.
- Liaising with other providers, outside agencies, educational psychologists and external agencies.
- Ensuring that the school keeps the records of all pupils with SEN up to date.
- Developing the SEND provision in the school further.

I have an understanding and empathy for children with SEN and a commitment to improving the service and want to make sure that everyone in school understands your child's needs.

Your child's class teacher is your first port of call, however do not hesitate to contact me if you want to discuss your child's needs further. You can leave a message at the academy office for me or email [info@pvpa.org.uk](mailto:info@pvpa.org.uk)

Yours sincerely

**Laura Coles**  
**SENCo**