



Thursday 7th September 2023

Dear Parents and Carers,

Welcome to our Passmores family – we are so happy that you are joining us this year. I am writing to you in my role as SEND Coordinator as your young person is either on the SEND register or has been on it previously. We have a large team supporting our students with SEND and we are fully aware that transition into Year 7 causes both students and parents/carers a lot of anxiety. This year we have 73 new students with SEND, some on EHCPs and some with One Plans on SEN Support. We have had detailed conversations with all local primary schools, and they have provided excellent information about each young person entering Passmores on the SEND register. This is invaluable as we have passed this on to all teaching staff who have a head start sorting out groups, differentiated work, seating plans etc. as well as highlighting specific strategies that help individual pupils in lessons.

The SEND department will now need this first half term to assess and gather feedback about individual students and their learning needs. This is vital for us to decide what provisions and interventions your young person will need to maximise their learning potential. This will include getting to know each student and collecting their views for their Pupil Passport – this is similar to what primary schools call a one-page profile and it will be sent to all the teachers who have classes with your young person. Once this is achieved, after half term, we will invite you in for a meeting with your SEND Lead. This will be the key liaison person from my SEND Team that will work with your family. They will hold termly One Plan meetings, discuss support, set targets and monitor progress. They will also be your number one contact for queries going forward.

In the meantime, I would like to direct you to the SEND Information Report which can be found on our school website by following this link - [download.asp \(passmoresacademy.com\)](http://download.asp(passmoresacademy.com)) Hopefully this will provide you with a lot of interesting and relevant information about SEND at a secondary school and the systems we have in place here at Passmores. However, we are always seeking ways to improve our communication with parents. If you find the information you require is not available in this report, please get in touch and let us know so we can make the necessary additions. You can do this by emailing our admin assistant d.berkley@passmoresacademy.com She is also the best person to email with general enquiries as she can then triage the enquiry to the right member of the SEND Team.

Thank you for taking time to read this letter. We look forward to meeting with you face to face soon to discuss the support needed by young person.

All the best,

Dawn Moore

SEND Coordinator

The SEND Team

Carly Cleary – Assistant SENCo

Emma Elvin – SEND Lead

Ria Newnham - SEND Lead

Sam Currie – SEND Lead

Corrin Ward - SEND Lead

Debra Berkley – SEND Admin Assistant