



ARCHDIOCESE OF BIRMINGHAM

# Saint Clare's Catholic Primary School



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Dear Parents and Carers

I am delighted to introduce myself as Special Educational Needs Co-ordinator (SENCo) for St Clare's School.

The role of SENCo involves:

- overseeing the day to day operation of the school's SEN policy;
- co-ordinating provision for children with SEN;
- liaising with and advising colleagues;
- overseeing the records of all children with SEN;
- liaising with parents of children with SEN;
- contributing to the in-service training of staff;
- liaising with external agencies, including the Local Authority support and educational psychology services, health and social services and voluntary bodies.

Children have special educational needs if they have a learning difficulty which calls for special educational provision to be made for them. Special educational provision means education provision which is additional to, or otherwise different from, the educational provision made generally for children of their age at our school. This can range from extra support with an adult, or small group interventions, to specialized equipment and personalized targets. The teacher usually responsible for the pupil will remain responsible for working with the child on a daily basis and for planning and delivering an individualised program where appropriate.

In addition to my role as SENCo, I am the Gifted and Talented Co-ordinator. At St Clare's, we provide quality educational experiences in order to meet the individual needs of all our pupils. Therefore, the needs of gifted and talented pupils are recognised and strategies are developed for their identification and support. The curriculum takes into account the needs of Gifted and Talented pupils through differentiation, extension, enrichment and acceleration, making use of all available expertise.

Whilst the first point of contact for any query concerning a pupil will nearly always be their class teacher, I am available to help in any way I can.

Yours sincerely,

*A Kavanagh*

**Mrs A Kavanagh**  
Assistant Headteacher/SENCo