**Monday 27th March 2023**

Hello

Firstly, thank you so much for your support with our last Working in Partnership meetings. As mentioned in the initial letter (which is available on our school website), effective communication between home and school, alongside working in partnership is crucial, particularly for children with additional needs and/or SEND.

The Working in Partnership meetings take place every term as part of an ‘Assess, Plan, Do, Review’ cycle, in which myself, the class teacher, parents/carers and your child can celebrate achievements and review provision. These meetings are used to complement the ongoing, informal communication which is happening on a regular basis and to also formalise opportunities for myself, parents and other professionals involved in your child’s education to come together.

We would like to invite you to our next Working in Partnership meeting which will take place on **Monday 24th April 2023.** Please could you complete the attached form and return to school with your preferred time slots - these will be allocated on a “first come, first served” basis.

Parent/carer voice is of the upmost importance to us here at St Paul’s – you know your child better than anyone! We also aim to embed a positive parent experience for all. For this reason, I wanted to reiterate information regarding communication with me as SENDCo, which I always actively encourage:

* I usually work in school on a Monday so this is the best day to contact me by phone. You are also welcome to contact me by email any time and I will respond as soon as possible. If your enquiry is more urgent, then please contact the school office in the first instance who will direct you accordingly.
* If you want to discuss your child’s needs or have any concerns whatsoever, you are always welcome to arrange a face-to-face meeting with me via the school office – these can be organised at a mutually convenient time.

There is also further information regarding our whole-school approach to SEND and a link to Cheshire West and Chester Local Authority’s SEND Local Offer on our school website: <http://www.utkintonce.cheshire.sch.uk>

I really look forward to continuing our work together to provide the best possible experience for your child.

Best wishes,

Mrs Page



Email: sendco@utkintonce.cheshire.sch.uk

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