Message from the SENCO and Designated Teacher for Children Looked After (CLA) and Previously CLA

Dear Parents and Carers,

My name is Ruth Robinson, and I am the Special Educational Needs Coordinator (SENCO) at The Chantry School, as well as the Designated Teacher for Children Looked After (CLA) and Previously CLA.

I lead the SEND team supported by Melissa Powell (Assistant SENCO), Rachel Winfield (SEN Admin) and a large team of skilled Teaching Assistants.

Working in Partnership

We place great importance on working collaboratively with families and primary schools to ensure a smooth and supportive transition to secondary school.

We:

- Liaise with primary schools to identify pupils on the SEN register, those who are looked after, or who have complex medical needs
- Hold transition meetings to gather detailed information about your child's strengths, interests, needs and successful strategies
- Create a "One Page Profile" (Passport) so that all staff understand your child from the very start
- In September, this information is shared with staff as part of training, ensuring that support is in place from day one.

Support at The Chantry School

Most support is delivered within the classroom through adaptive teaching and collaboration between Teaching Assistants and subject teachers.

Where needed, we also offer targeted support for areas of need such as:

- Literacy and numeracy
- Speech, language and communication
- Social skills
- Emotional literacy

Our Teaching Assistants play a key role in supporting learning, running interventions, and contributing to wider school life such as homework clubs, trips and productions.

Pastoral and Wider Support

The SEND team works closely with the pastoral team to provide:

- Key adults and mentoring
- Peer support opportunities
- A consistent and supportive approach across school

To ensure pupils receive the right support at the right time. we also work in partnership with a range of external professionals, including: *Educational Psychologists, Speech and Language Therapists, CAMHS and wellbeing services, Specialist SEND teams*

Learning Support Unit

Our Learning Support Unit provides a calm, structured space for pupils who benefit from additional support with social, emotional or self-regulation needs and a more structured space to access at lunchtime.

Meeting You and Your Child

In the Autumn Term, we invite parents/carers and pupils on the SEN register to meet with myself or our Assistant SENCO. This meeting will allow us to hear yours and your child's views, review provision, and identify any additional support that may be required.

Educational, Health and Care Plans (EHCPs)

If The Chantry School is named in your child's EHCP, please be reassured that we:

- Carefully review all documentation
- Put appropriate provision in place
- Deploy staff to ensure a smooth and supported transition

An enhanced transition package was shared in March 2026 for those who have an EHCP.

Transition Opportunities

We work closely with primary schools to support a smooth move into Year 7.

In addition, we offer an **additional transition day** for pupils on the SEN register. This year it will be on either **16th & 18th June 2026**. Your child's primary school will confirm their allocated day nearer the time. This gives our staff the opportunity to get to know your child and allows your child the chance to:

- Become familiar with the school environment
- Meet staff and peers
- Experience lessons and routines

Children Looked After (CLA) and Previously CLA

If your child is currently or has previously been looked after, please contact myself (Ruth Robinson) as your first point of contact. We welcome any information you feel comfortable sharing so we can better support your child's wellbeing, learning and transition. We are also happy to attend Summer PEP meetings to plan any additional transition support needed.

Further Information

More detailed information can be found in the SEND Information Report on the school website, along with FAQs in the Y7 Transition 2026 section.

If you have any questions, please do not hesitate to contact myself.

We look forward to working in partnership with you and supporting your child during this important transition.

Miss Ruth Robinson

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