



6 September 2024

Dear Parent/ Carer

SEND Team Introduction

It has been great to welcome our pupils back to a new term this week – we hope your child is settling into school life well.

We are writing to inform you that your child is on our Special Educational Needs (SEND) register for this academic year. For new pupils, information is automatically transferred from your child's previous school, and we will review this regularly. If you were unaware of this and would like a further discussion, could you please contact us and ask to speak with either Mr Morgan or Mrs Ballantyne – you can also email the team via send@hexhammiddle.org.uk. You can use this email address to contact the team at any point. We are here to help your child settle into the new school year.

Getting in touch

Email	<ul style="list-style-type: none">Email the team on send@hexhammiddle.org.ukMr Morgan and Mrs Ballantyne monitor the inbox daily during term time.
Parent/carer app	<ul style="list-style-type: none">Stay up to date via the MCAS parent/carer app – please log in using your email address.
Phone	<ul style="list-style-type: none">Phone the school office on 01434 610300 and ask for our SEND team or leave a message.
Meeting	<ul style="list-style-type: none">Arrange a meeting with the team or your child's key worker via email or phone call.

Pupil Profiles

- Your child will have a **Pupil Profile** outlining their strengths and areas of support.
- Pupil Profiles are essential in ensuring that your child is provided with the appropriate support throughout school.
- All staff can access Pupil Profiles to support their lesson planning and support approaches.
- They provide staff with the information to best support each pupil individually both inside and outside the classroom.
- Teaching staff and our LSA team update Pupil Profiles on at least a termly basis, or as important updates are needed.

Hexham Middle School

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Head of School: **Liam Watters**



IEPs

- Some pupils will also have an Individual Education Plan (IEP).
- Within the IEP, three long-term targets will be written and shared with all school staff.
- These long-term goals will be broken down into smaller, achievable steps and school staff will support your child to achieve these targets in school.
- Targets will be reviewed on a termly basis with adaptations made as necessary.

EHCPs

- For children with an Education, Health and Care Plan (EHCP), detailed targets from the plan will be incorporated into your child's support in school.
- Our team will be supporting your child to focus on aspects of their targets and will monitor the progress being made whilst celebrating pupil success.
- You will be invited to attend an annual EHCP review session with staff in school.

Key Worker Approach

- Your child will also be allocated a **key worker** from the HMS team.
- Your child's key worker will make themselves known to your child in the coming weeks.
- Key Workers will soon be in touch to introduce themselves to you.
- Your child's key worker will have regular contact with your child and will either meet with you and your child each term or will make email/telephone contact with you. Parent and pupil voice is the key part of successful partnership between home and school.
- The Key Worker will update Pupil Profiles and IEPs, set targets with your child and be an important point of contact for you and your child.

Learning Support Team

At Hexham Middle School, we have a fantastic Learning Support Team. The team consists of the following staff members:

Mr M Stephenson (Assistant Headteacher)



Mr Stephenson oversees our pupil support and inclusion in school. He works with staff and parents/carers to ensure your child is receiving the support identified to help them to thrive at HMS.

Mr Stephenson works closely with Mr Morgan and Mrs Ballantyne.

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<p>Mr H Morgan (SENDCo)</p> 	<p>Mr Morgan is the HMS SENDCo, and he leads the team across the school. Mr Morgan is responsible for planning our SEND provision and ensuring that children get the support and adaptive practice to empower them to achieve, engage and excel during their time at HMS.</p> <p>Mr Morgan oversees the Key Worker provision.</p>	
<p>Mrs J Ballantyne (Assistant SENDCo)</p> 	<p>Mrs Ballantyne is responsible for leading the department and the LSA team, working with Mr Morgan to identify where support is needed in lessons or outside of the classroom. Mrs Ballantyne will ensure that the support of external professionals is utilised fully where necessary.</p> <p>Mrs Ballantyne oversees EHCP reviews.</p>	
<p>Mrs B Toor (Academic Support Coordinator)</p> 	<p>Mrs F Hutton (Academic Mentor)</p> 	<p>Mrs N Richards (Pupil Support Worker)</p> 
<p>Mrs L Dodds (Pupil Support Worker)</p> 	<p>Mrs E Box (Learning Support Assistant)</p> 	<p>Mrs E Herrmann (Learning Support Assistant)</p> 
<p>Ms T Barrick (Learning Support Assistant)</p> 	<p>Mr A Drummond (Learning Support Assistant)</p> 	<p>Ms S Watkinson (Learning Support Assistant)</p> 

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Mrs L Smith (Learning Support Assistant)



Mrs A Read (Learning Support Assistant)



Miss K Taylor (Learning Support Assistant)



SEND Events

- During the school year, we'll invite you to attend Coffee Mornings in school. These are a friendly, informal way to meet key staff and, more importantly, spend time with other parents.
- The sessions can be a great source of support, and we often invite professionals from local services to talk about the support they can offer.
- Look out for our first dates very soon!

The Base

- Pupils also have access to 'The Base' at lunchtimes - this is staffed by a member of the team and is a quieter space for pupils in all year groups.
- Pupils can come and have some quiet time, play games with other pupils or just chat with their peers and staff.
- We have seen some lovely friendships develop over the years as the children are very supportive of each other and show respect whilst building their confidence and social skills. Some children may also use the Base for 1:1 or small group interventions led by an LSA.



Restore

- Pupils may also use our 'Restore' space for small group sessions and interventions.
- They may also see our two dogs – Arlo and Pip – who spend lots of time in this space.

Thank you for your support and we look forward to meeting you very soon.

Mr H Morgan

HMS SENDCo

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