

16 June 2026

Dear Parents and Carers

Re: Subject: Updates to SEND Support and Keyworker Arrangements

I hope this message finds you well.

We are writing to inform you of some important updates to the structure of SEND support within the school, which will impact your child's keyworker arrangements.

As you may be aware, our Learning Support Assistant (LSA) model is structured so that one main LSA is allocated to each year group, attending lessons alongside the students (for example, a dedicated Year 7 LSA). This ensures that LSAs develop a strong understanding of the students they support in lessons on a daily basis.

For clarity, the LSAs allocated to each year group are:

Year 7: Ms Milburn

Year 8: Miss Ford

Year 9: Mrs Cutter

Year 10: Mrs Jones

Previously, our LSAs have taken on keyworker responsibilities across mixed year groups. However, we are now aligning our approach so that your child's keyworker will also be the LSA who works regularly with them in lessons. We believe this is a positive step that will allow keyworkers to:

- Provide more holistic and informed feedback to parents and carers
- Monitor your child's progress more consistently
- Reduce the need to gather information from multiple staff members

As part of this change, we kindly ask that any SEND-related queries or concerns are emailed directly to your child's keyworker, with your child's tutor copied into the correspondence. The keyworker will then liaise with the SENCo or Assistant SENCo where necessary. Currently, we often receive queries directly, which can delay responses while we gather information from keyworkers; this new process will streamline communication and ensure a more efficient response.

Keyworkers will also be working more closely with year group tutors and the Raising Standards Lead to ensure a cohesive and consistent approach to supporting students with SEND.



This change is being introduced now to support a smooth transition into the next academic year. Your child's new keyworker will remain with them from September, providing continuity of support.

Your child's new keyworker will be in contact during this half term to share their updated learning plan for the next academic year, so that you are fully informed about the support in place.

We would also like to remind you that the SENCo offers regular appointment slots on Tuesday afternoons, which can be booked via Edulink should you wish to discuss any concerns further.

Please be assured that your child will continue to have regular keyworker meetings, and additional time has been allocated within the LSA timetable to support this.

If you have any immediate questions, please do not hesitate to get in touch.

Thank you for your continued support.

Yours sincerely

Rachael Chester
Assistant Headteacher, SENCo & Inclusion

