



# KEYINGHAM PRIMARY

Friday 20 January 2023

## SEND Update

Dear Parents & Carers

Thank you to those of you that made it into school for our drop-in sessions on Tuesday this week. We hope you found the information that we shared useful. I know that we enjoyed hearing your feedback and suggestions. During the sessions, we shared and discussed the new layout of pupils' Learning Support Plans (LSP) that will be coming home with their Spring reports at the end of March. I have enclosed a blank template of the LSP for your information.

For the benefit of those parents that could not attend, I have included some of the questions raised during the day below and answered them as best as I can for everyone:

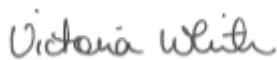
- **What is the best and most direct way of contacting the class teacher before school with information for the day?**
  - *If you have a message that you would like a teacher to receive before the start of the day, please email it to [admin@keyinghamprimaryschool.co.uk](mailto:admin@keyinghamprimaryschool.co.uk) and, in the subject box, please mark it as urgent and for the attention of their teacher. Mrs Turnbull and Mrs Richardson check this email account from 8am each day and will forward the message on for you as a priority.*
- **Who is the best person to speak to on the playground in the morning to pass on a message?**
  - *Mrs Turnbull, Mrs Mountain & Mrs Lawson are all able to pass a message on to staff for you. You are welcome to ask myself or Mr Copley for help on the days we are on the playground too.*
- **What support is outside at break/lunchtime for pupils with additional needs?**
  - *During the break times there are teaching staff and support staff out on the playground and on the field. These staff hold consistent duty roles and positions outside so that the children always know who will be where during the session. As an example, Mrs Lawson is normally on the playground and Mrs*

*Mountain is normally on the field. All staff are aware of children with additional needs through our shared information system.*

- **Can we have more guidance and support about the apps and learning platforms used?**
  - *I am happy to arrange parent sessions where our learning apps and platforms are demonstrated. Alternatively, you can always contact myself or your child's classroom teacher for an individual appointment. Please contact us at the school office if you would like this support.*
- **Can we be more involved in the review of support plans and in creating targets?**
  - *The new Learning Support Plan (LSP) template involves the children and yourselves in the process more than previously. When the LSP is sent home, you are welcome to call your child's class teacher to review/refine the targets through further discussion.*
- **Can parents of children on the SEND register have longer appointments at parents' evenings and more frequent opportunities to meet teachers in between support plan reviews?**
  - *When organising our next parents' evening for the summer term, we will definitely plan for this. However, if at any time you would like an appointment/conversation with your child's class teacher, please do not hesitate to email us and we will arrange it for you.*

As always, if you have any further questions or queries about the points raised above or about the new LSPs, please do not hesitate to contact me at school.

Yours sincerely,



Mrs White  
Headteacher