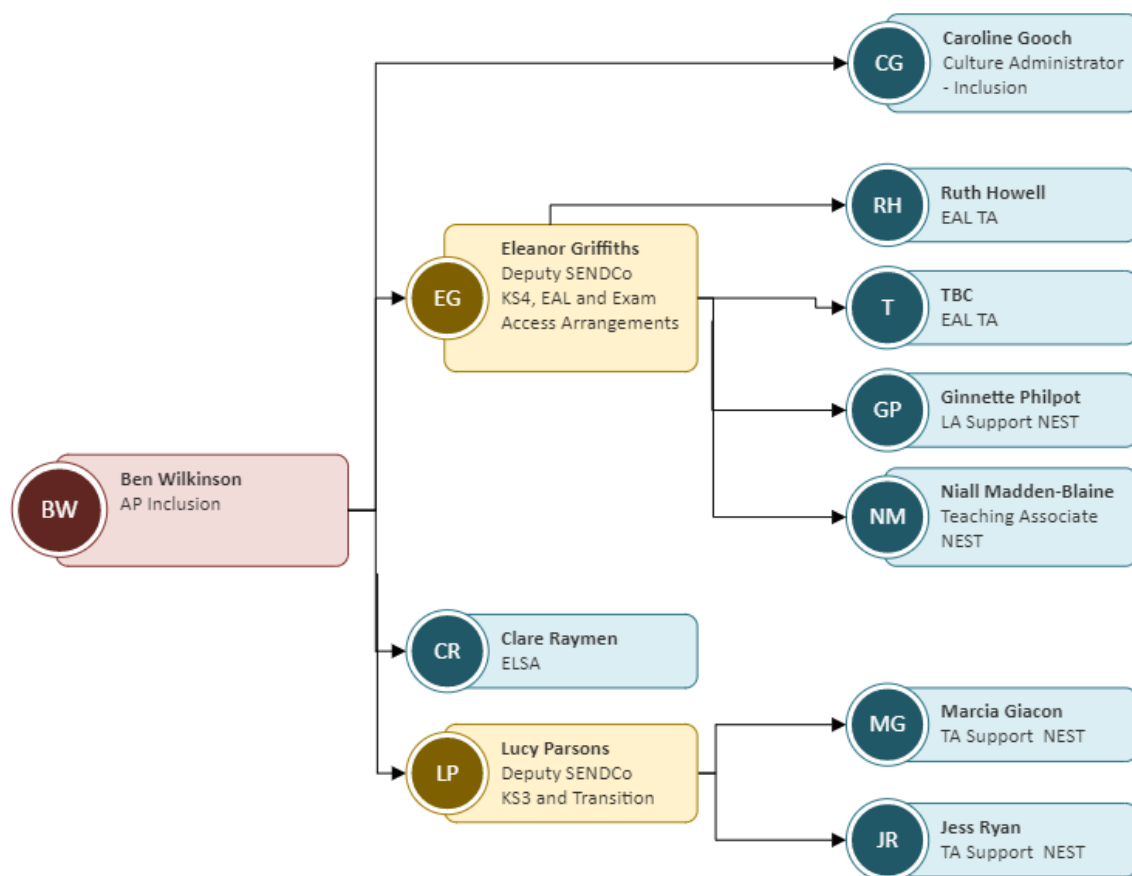


Monday, 09 October 2023

Dear Nova families,

As communicated in the Summer 23 and again last week we have made some significant changes that has included the appointment of 2 deputy SENCO's. These 2 members of the SEND team are now primary points of contact for their respective year groups. The following letter outlines how best to communicate and ensure you get the correct support for your young person and your family.

Firstly, the following outlines the new structure of the team:



 Drive  Integrity  Scholarship  Contribution



We have put in place clear routes of communication to ensure all parents get the correct responses from the appropriate members of staff, this has considered the best support for parents, students along with staff at Nova. The roles of Miss Griffiths, Miss Parsons and I is to ensure you have the opportunity to identify and discuss any worries you may have regarding educational needs as well as a person to champion our vulnerable learners. Both the Deputy SENCo's will work closely with Myself, (Mr Wilkinson AP for Inclusion) and teaching staff to meet needs across the school and give them an opportunity to flourish.

How to contact us:

- For any **NEW** Special Educational Needs and Disabilities (SEND) enquiries or concerns please complete this form <https://forms.office.com/r/rFX8CEdqwE>, this allows us to triage your requests and concerns with the maximum information, this is triaged by Caroline Gooch, who is our Administrator and supports all of the SEND team.
- Thereafter please use Epraise to contact Miss Parsons for Key stage 3 (Years 7-9) or Miss Griffiths for Key stage 4 (years 10-11) and exam access and support. They are your contacts for all SEN requests and concerns. Please include Mrs C Gooch as she will have access to their availability. Miss Gooch may also follow up in the first instance for additional information as well as further communication supporting with all administrative tasks.
- If your concerns are not specifically SEND related or may be related to behaviour, difficulties attending or other aspects not relating to special needs then each student does also have access to a pastoral lead known as their house manager, they may be in a better position to support in the first instance. The house managers work closely with the \send team and can choose to invite or refer after any communication made.

Should you have any questions please do not hesitate to ask.

Ben Wilkinson

SEND/CO/Sport

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