



Beechwood Primary School



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8 December 2015

Dear Parent/Carer

As you are no doubt now aware, I will be going on maternity leave at the beginning of the new term on 15 January 2016. I am writing to notify you that Mrs Abi Reilly will be taking over the role of Special Educational Needs Co-ordinator (SENCO) and will be joining us from the start of the new term. She will be in school on Mondays, Tuesdays and Wednesdays.

Please be assured that there will be full continuity in the provision of support for your child. Mrs Reilly and I will be meeting regularly throughout the rest of this term and the beginning of the Spring term, in order to share information about each child identified with additional needs.

If you have any queries or concerns, please do not hesitate to contact me.

Best wishes

Mrs A Tisi

SENCO

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