



**Hale Nursery and Primary Academy**  
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4th March 2024

Dear Families,

Following on from my letter announcing Mrs Baldwin's retirement and to ensure a smooth transition for all staff, pupils and the Inclusion team, I am writing to outline our SEND plans for the rest of the academic year.

As Mrs Baldwin has such a strong and in-depth knowledge of the children in the Academy, we are going to start the vital work of transitioning the Inclusion Lead role this term.

From this term on, Mrs Baldwin's focus will be on our key statutory work which involves liaising with families and county councils to complete annual reviews of EHCPs and to apply for EHCNAs. Mrs Baldwin has already begun this work and since September the Inclusion Team have already applied for, and been successful in securing (at the assessment stage), many EHCPs.

Miss Calverley will continue to work on a Tuesday, Wednesday and Friday afternoon at Hale. Her focus will switch to the SEND support, advice and processes for children within Nursery, Reception, Year one and Year two. Miss Calverley will use her knowledge of the children in these year groups, along with her experience of the EYFS and Key Stage One curriculum, to further develop the graduated response for these classes.

As you are aware, last term Mrs Batalli joined Hale Academy to support the Inclusion Team and we are delighted to share that she will continue to support SEND at Hale three days per week. As an experienced leader within the Trust, Mrs Batalli will take on a strategic role to ensure continuity of provision as well as supporting children and families across Key Stage Two. Mrs Batalli will also work with us as we recruit a new lead to our SEND team which will ensure consistency as we handover to the new leader and into the next academic year.

As always, if you have any queries about your child, please speak to their class teacher in the first instance. Following this, should you need to contact or work with a SEND leader please speak to:

Mrs Baldwin about EHCPs applications,

Miss Calverley if your child is in Nursery, Reception, Year one or Year two,

Mrs Batalli if your child is in Key Stage Two and does not have an EHCP.



Please send any written communication regarding SEND to our [Senco@hale.kite.academy](mailto:Senco@hale.kite.academy) email address.

**In order to ensure your email reaches the correct person directly please add the information below:**

If you are contacting us about EHCP applications (EHCNA) or children with ECHPs please email, [Senco@hale.kite.academy](mailto:Senco@hale.kite.academy) and use **For the attention of (FAO) Mrs Baldwin** in the subject line.

If you are contacting us about Nursery, Reception, Year 1 or Year 2 please email, [Senco@hale.kite.academy](mailto:Senco@hale.kite.academy) and use **For the attention of (FAO) Miss Calverley** in the subject line.

If you are contacting us about Year 3, Year 4, Year 5 or Year 6 please email, [Senco@hale.kite.academy](mailto:Senco@hale.kite.academy) and use **For the attention of (FAO) Mrs Batalli** in the subject line.

If you are unsure who to contact, please speak with your child's class teacher.

Thank you in advance for your continued support.

Kind regards



Mrs Clare Freeman

Academy Head

