

03 February 2026

Dear Parent/Carer

I am writing to introduce myself as the new SENCO at Springfield School and to say how delighted I am to be joining this community.

Over the past couple of weeks, I have spent time in classrooms, met with staff, and begun getting to know our students. It has been a pleasure to see their strengths, personalities, and potential, and I am very much looking forward to working with you to ensure every child continues to thrive.

To make communication easier and ensure families can access support when needed, we will now be using SchoolCloud to organise SEN appointments. Each week, a number of 15-minute meeting slots will be available for parents and carers who would like to discuss concerns, review progress, or plan next steps. If you would like to book an appointment, please email me directly using the address below.

Supporting students with additional needs is most effective when school and home work in partnership. Please do get in touch if you have any questions, would like to share information, or feel your child may benefit from further support. My aim is for every family to feel heard and every student to have the opportunity to succeed.

Thank you for the warm welcome I have already received. I look forward to meeting many of you over the coming weeks.

Warm regards



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