



# Meersbrook Bank Primary School

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**Head Teacher: Mrs G. Harvey**

Friday 7<sup>th</sup> January 2022

Dear Parents and Carers,

Although it was in December's newsletter, I wanted to write to let you know about the situation with the SENCO. As you will all know, Mrs Marriott left at the end of the Autumn Term. We have recruited a new SENCO; Mrs Lisa Bussey. Although she is unable to leave her current position to start at our school just yet, I am now able to confirm that she will be beginning her new role straight after February half term, so another 5 working weeks from now. Her working days will be Tuesdays and Wednesdays.

In the meantime I will be dealing with all the Special Needs issues. Mrs Bussey, Mrs Marriott and I all met last term to hand over the role and I will be keeping Mrs Bussey informed of developments before she joins us.

At the end of last term we asked the teaching assistants to undertake assessments which are to determine which interventions happen this term. Due to absence of some children we were unable to complete all of them, so we are finishing these over the coming days, so that we may review timetabling going forwards.

The school office team and Mrs Aspinall will also be supporting me with some of the administrative tasks required. If you do wish to contact me, please do so via the office as usual. This is usually the quickest way to get information to me. There is also a generic email which is [senco@meersbrookbank.sheffield.sch.uk](mailto:senco@meersbrookbank.sheffield.sch.uk). I will be blocking out parts of my working week to undertaking this role in order to carefully and strategically manage my work stream, so I may not always respond straight away.

Please bear with me as I will be juggling quite a workload over the coming months, especially in the light of the pressure put on schools by the rise in covid cases. You are all an incredibly supportive group of people so I suspect you will understand! However, please do not hesitate to get in touch should you need to.

Yours Sincerely,

Mrs G. Harvey

