

September 2023

Dear Parent/ Carer

We hope your child has settled in well since returning to school.

We are writing to inform you that your child has been placed on our Special Educational Needs (SEND) register for the academic year 2023-2024. This is **automatically transferred** from your child's previous school, and we review this regularly. If you were unaware of this and would like a further discussion, could you please contact either Mr Stephenson (SENDCo) or Mrs Adams (Assistant SENDCo) or email mstephenson@hexhammiddle.org.uk or fadams@hexhammiddle.org.uk.

Pupil Profiles



Your child will have a pupil profile outlining their strengths and areas for further support. Pupil profiles are essential in ensuring that your child is provided with appropriate support throughout school. It provides staff with the information to best support each pupil both inside and outside the classroom. These are easily accessed by staff through Class Charts and updated by the team regularly.

Key Worker

In addition to a pupil profile, your child will be allocated a **key worker** who is part of our support team. Your child's key worker will make themselves known to the children in the coming weeks. The key worker will stay with your child throughout their time at HMS. Key workers will be in touch to introduce themselves to you soon. Your child's key worker will have regular contact with your child and will either meet with you and your child or call/email you each term. They will update pupil profiles, set targets with your child and be a point of contact during your child's time at HMS.

Learning Support Team

At Hexham Middle School, we have a fantastic Learning Support Team. The team consists of the following staff members:

Mr M Stephenson (Assistant Head & SENDCo) 	Mr Stephenson oversees all our SEND department and works with staff and parents to ensure your child is receiving the support identified to help them reach their potential at HMS.
Mrs F Adams (Assistant SENDCo) 	Mrs Adams is responsible for leading the department and the LSA team, working with Mr Stephenson to identify where support might be needed in lessons or as an intervention and ensuring that the support of external agencies is utilised fully where necessary.

Hexham Middle School

Whetstone Bridge Road, Hexham, Northumberland NE46 3JB

T: 01434 610300 E: admin@hexhammiddle.org.uk

www.hexhammiddleschool.co.uk

Executive Headteacher: **Graeme Atkins**

Head of School: **Liam Watters**



Mrs E Box- Learning Support Assistant



Mr A Drummond- Learning Support Assistant



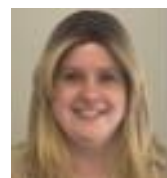
Mr I Robson- Learning Support Assistant



Miss L Kennedy – Learning Support Assistant



Ms T Barrack – Learning support Assistant



Miss G Young – Learning Support Assistant



Mrs L Dodds – Pupil Support Worker



Mrs N Richards – Pupil Support Worker

The Base

Pupils also have access to the Base at lunchtimes - this is staffed by a member of the team and is a safe space for pupils of all year groups. Pupils can come and have some quiet time, play games with other pupils or just chat with their peers and staff. We have seen some lovely friendships develop over the years as the children are very supportive of each other and show respect whilst building their confidence and social skills. Some children may also use The Base for 1:1 or small group interventions led by an LSA.

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To contact the team, please either call us on (01434) 610300 or email us at admin@hexhammiddle.org.uk. We hope you have found this introduction helpful. We are fully committed to supporting your child to reach their full potential throughout their time with us at HMS.

Thank you for your support and we look forward to meeting you very soon.

Mr Stephenson and Mrs Adams

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