

Dear Parent/Carer

SEND Team Introduction

It has been great to welcome our pupils back to a new term – we hope your child is settling into school life well.

We are writing to inform you that your child is on our Special Educational Needs (SEND) register for this academic year. For new pupils, information is automatically transferred from your child's previous school, and we will review this regularly. If you were unaware of this and would like a further discussion, could you please contact us via our contact mechanisms below. Please also use the contact mechanisms below to get in touch with us at any point.

Getting in touch

Email	- Email the team on send@hexhammiddle.org.uk - Mr Morgan and Mrs Ballantyne monitor the inbox daily during term time.
Parent/carers app	Stay up to date via the MCAS parent/carers app – please log in using your email address.
Phone	Phone the school office on 01434 610300 and ask for our SEND team or leave a message.
Meeting	Arrange a meeting with the team or your child's key worker via email or phone call.

Pupil Profiles

Every child has a personalised Pupil Profile, designed to highlight their strengths and identify any areas where support may be needed. These profiles play a vital role in ensuring each pupil receives the right support throughout their school journey. Accessible to all staff, they are an essential tool for planning lessons and tailoring support to meet individual needs—both in and beyond the classroom. To keep them as accurate and effective as possible, Pupil Profiles are reviewed and updated at least once per term, or sooner if needed, by both teaching staff and LSAs.

IEPs

Some pupils will also have an Individual Education Plan (IEP), which sets out tailored long-term targets to support their learning and development. These goals are shared with all school staff and are broken down into smaller, achievable steps, ensuring that your child receives consistent, focused support across the school day. IEPs are reviewed every term, with targets adapted as needed to reflect progress and ensure continued success.

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**

EHCPs

For pupils with an Education, Health and Care Plan (EHCP), the detailed targets outlined in the plan are carefully embedded into the support they receive in school. Our staff work closely with your child to focus on specific aspects of their EHCP, monitoring progress and celebrating achievements along the way. You will also be invited to an annual EHCP review meeting, providing an opportunity to reflect on progress and plan next steps together.

SEND Events

Throughout the school year, we host a series of SEND Coffee Mornings—friendly, informal sessions where you can meet key staff and connect with other parents. These gatherings are a valuable source of support, offering a chance to share experiences and access helpful information. We often welcome guest speakers from local services, who can provide guidance on the wider support available to families. Look out for upcoming dates—we'd love to see you there.

Pupil Spaces

We offer dedicated spaces in school to support pupils' wellbeing, social development, and emotional regulation. *The Base* is open at lunchtimes and provides a calm, quieter space for pupils of all year groups. Staffed by a member of our team, it offers opportunities for quiet time, games, and relaxed conversation. Many children form meaningful friendships here, as they build confidence and social skills in a respectful and supportive environment. In addition, *The Base* and *Restore* are also used for 1:1 or small group interventions, led by our LSA team, to provide targeted emotional and learning support when needed.



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

Mr H Morgan

HMS SENDCo

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**