



Bristol Free School
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Headteacher: Mrs S. King

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Dear Parent/Carer

Welcome from the SEND team

Welcome to those of you who have children who started at BFS this September. We look forward to working with you throughout your child's secondary education. For those of you who have children with us already welcome back! This letter outlines some of the ways we support our SEND learners at BFS and the roles and responsibilities within our team.

The SEND team and responsibilities:

SENDCo – Sally Jenkins - KS3 and transition

Deputy SENDCo – Caroline Cook – KS4

Assistant SENDCo – Josie Vinyard – KS5/Access arrangement coordinator

SEND Administrator – Nikola Holmes

SEMH Manager – Tracey Gardiner

Medical Officer – Anna-Marie Boyce

EAL co-ordinator – Rina Jetullaji

TA team – We have a fantastic TA team who support SEND learners both in the classroom and via small group interventions.

Supporting SEND learners:

1. The main way SEND learners are supported at BFS is through *high-quality adaptive teaching*. Research shows this is the most successful method for SEND learners to make progress. This is when teachers adapt what they do to meet the needs of students. For example, chunking information, encouraging laptop use for extended writing, giving clear concise information, regularly checking in with the student. Subject teachers are responsible for the outcomes of the students they teach.
2. Some students may require support that is additional to and different from that which is offered to all pupils to reach the expected standard, because they have SEN or a disability. This can be in the form of small group interventions such as additional literacy or Maths, phonics, touch typing, and/or social skills sessions delivered by the SEMH team.
3. There are occasions where outside support is used to enable students to make progress. For example, Bristol Autism Team, Speech and Language Therapists, Educational Psychologists, or alternative learning provision. Where this is the case the SEND team will work with you to decide on next steps.

Students with an Education Health Care Plan (EHCP)

If your child has an EHCP they will have a key worker who will be in contact with you in term 1.

Contacting the SEND Team

To ensure your query reaches the appropriate member of our team, please email SEN@bristolfreeschool.org.uk. Please note that we receive a high volume of emails each day. While we aim to respond as promptly as possible, there may be a delay in getting back to you. Where appropriate, your query may be forwarded to your child's Tutor or Head of Year for further support.

With best wishes from the SEND team.

Mrs S Jenkins, SENDCO

