



26 September 2023

Dear Parents and Carers

Re: SENDCO at St Dunstan's

As you may be aware, Mrs Lewis has not been in school for some time. She has now taken the decision to leave for personal reasons. I am sure you will join me in thanking Mrs Lewis for all her years of service to the school and to our students.

I am very pleased to let you know that Mrs Allen, head of our Autism Resource Centre, will be stepping into the role of SENDCO whilst we advertise the position. Mr Warrington, deputy lead at the ARC will be seconding for Mrs Allen while she carries out the full time SENDCO role.

Mrs Allen is an experienced SENDCO who is already familiar with many of our students - she has already made contact with several parents. She will be contacting parents of children with SEND to introduce herself fully and to set up meetings where appropriate.

I know Mrs Allen is looking forward to working with the staff, students and parents at St Dunstan's and I know she will be made welcome.

Please don't hesitate to contact Mrs Allen if you have any questions. Emails should be sent to secretary@stdunstansschool.com with 'Please forward to Mrs Allen' in the subject bar. Alternatively, please call 01458 832943 to leave a message.

We endeavour to answer calls within 48 hours.

Yours sincerely

Mrs Bevan
Headteacher