

Dear Parent/carer,

I am writing to introduce myself to you as your child joins us at Greenfield Primary School.

I am the Special Educational Needs and Disabilities co-ordinator (SENDCo) at school and, as such, I oversee the provision we make at Greenfield for children with special educational needs and disabilities (including medical conditions and children in care and adopted from care).

Full details of our SEN provision can be found on our school website on our SEN page:

<http://greenfieldprimary.net/About-Us/index.php?P=SEND>

It is really helpful for us to know as much about your child as possible so that we can plan the most appropriate level of support to help your child settle into school and to progress as they make their way through the school. While we liaise with pre-school settings to share information about your child, it is useful for us to hear directly from you because you know your child better than anyone.

If you would like to speak to me about your child's additional needs, please email me at [office@greenfield.leics.sch.uk](mailto:office@greenfield.leics.sch.uk) with your details and I will contact you.

Yours sincerely,

Sharron Watkins  
SENDCo

**Thistly Meadow Primary School**  
Hospital Lane, Blaby, Leicester LE8 4FE  
Phone (0116) 2775648

Email [office@thistlymeadow.leics.sch.uk](mailto:office@thistlymeadow.leics.sch.uk)  
Website [www.thistlymeadow.net](http://www.thistlymeadow.net)

Executive Head Teacher **Mr C. Bowpitt**