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Greasby Junior School,  
Mill Lane,  
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Merseyside CH49 3AR



Dear Parents

My name is Mrs. Mullineux-Clay and I am currently a Year 3 teacher and the Special Educational Needs Co-ordinator (SENDCO), here at Greasby Junior School. As SENDCO I am responsible for managing the provision for those pupils who require extra support.

My role, in partnership with all of the staff, is to ensure that the specific needs of individual children are identified and appropriate support is provided. This additional support might take the form of a school support plan, Pupil Profile, extra adult support, or a combination of these.

If your child has an additional medical need then this may take the form of a Health Care Plan (HCP).

To help your child to meet their potential I will seek advice from outside professionals and liaise regularly with external agencies such as: • School Nurse • Educational psychologist • Speech and Language Therapist (S.A.L.T.) • Community Paediatrician • The Local Authority. Then along with the class teacher, we can develop individual plans to outline the best way to meet your child's needs.

My role also involves supporting parents of children who have special educational needs, additional, pastoral or medical needs with any concerns they may have, no matter how small. If you wish to contact me you can make an appointment to see me after 3.35pm at the end of the school day or leave a message with the school office and I will call you back as soon as I can.

Yours sincerely,

L Mullineux-Clay  
SENDCO