



Charlton Kings Infants' School

Lyefield Road East, Charlton Kings, Cheltenham, GL53 8AY

Telephone: (01242) 514483



Head teacher: Katie James BA (Hons) QTS

Email: Head teacher: head@ckis.org.uk
School Business Manager: sbm@ckis.org.uk
Secretary: secretary@ckis.org.uk

14th June 2019

Dear Parents,

I am writing to introduce myself to you as your child joins us at Charlton Kings Infants' School. I am the SENDCo at school and, as such, I oversee the provision we make at CKIS for children with special educational needs and disabilities (including medical conditions). Full details of our SEN provision can be found on our school website in the Documents section:

<http://www.ckis.org.uk/page/?title=SEN+and+Disability&pid=41>

It is really helpful for us to know as much about your children 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 needs, I will be available in the morning of Thursday 11th July if you would like to make an appointment to meet with me. Alternatively, you can email me or ring the school to speak to me. (I currently teach a class from every day except for Wednesday so I may not always be able to come to the telephone during teaching sessions but I am usually available at lunchtime from 12:00-1:00 and after school from 3:15-4:00).

Yours sincerely,

Joanne Jones

Email: senco@charltonkings-inf.gloucs.sch.uk

