



Happiness at the heart of learning

Whitehall Junior School Cowley Road Uxbridge Middlesex UB8 2LX

Friday 07<sup>th</sup> February 2025

### Interim SENDCo Arrangements

Dear Parents/ Carers,

I am writing to notify you of the unexpected departure of Mrs Cayless who recently took over the role of SENDCo. She has unfortunately left Whitehall Junior School for unforeseen circumstances.

I appreciate that any change might be unsettling for some families who work closely with the SENDCo but this change will be handled sensitively. To ensure continuity for our SEND children, and so as to continue to provide the highest standards for them, we will be covering this internally until a new SENDCo has been appointed.

In the interim, we are fortunate to be in a position to manage this with the leadership and management expertise of Mrs Upfield, our Deputy Headteacher, and Ms Costa, our Assistant Headteacher. Mrs Huse, our previous SENDCo, will also be occasionally supporting us in facilitating annual EHCP reviews.

Going forward, should you wish to discuss any aspect of your child's SEND provisions or EHCP, feel free to speak directly with any member of SLT or for non-urgent matters, email us on: [senco@whitehalljunior.org](mailto:senco@whitehalljunior.org).

I would like to take this opportunity to thank Mrs Cayless for stepping into the role of SENDCo with such confidence, allowing us to continue to provide the highest standard of SEND provision for our learners. I am sure that you will join me in wishing her well in her future endeavours. If you have any questions, please do not hesitate to get in touch. Thank you for your ongoing support of the school in all our endeavours.

Yours sincerely,  
Mrs Moloi  
Headteacher