St. Luke's Church of England Primary School

'Nurturing the individual as part of our community'

Faith – Wisdom – Aspiration – Community – Compassion

'Learning for Life'

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Head Teacher: Mr Timothy J Delves BSc *(Hons)* QTS. NPQH
Deputy Head Teacher: Mrs. Nuala Heslop BEd *(Hons)*

DATE: 14/07/2025

Dear Parents and Carers,

Re: SENCO Departure at the End of Term

I am writing to inform you that Mrs Debbie Conreen, our Special Educational Needs Coordinator (SENCO), will be leaving St Luke's CE at the end of this term.

She has been an integral part of our school community, providing dedicated support to our pupils with special educational needs and working closely with families and staff to ensure every child receives the care and guidance they need to thrive. We are incredibly grateful for her hard work, compassion, and commitment during the last 2 years with us.

We understand that this news may raise questions or concerns, particularly for families whose children receive SEN support. Please be assured that we are putting a robust transition plan in place to ensure continuity of support.

For any queries about your child's SEN provision in September, your child's new **Class Teacher** will be the first contact and can reassurance/answer any queries about the support your child will be receiving.

We wish Mrs Conreen all the very best in her future endeavours and thank her for the positive impact she has had on our school community.

Thank you for your continued support.

Yours sincerely,

Mr Tim Delves
Headteacher