



1<sup>st</sup> May 2018

Dear Parent/Carer,

Currently we have over 40 pupils with additional needs accessing the small SEN rooms during break and lunch times. This high level of pupil numbers is starting to create additional problems for both staff and the most vulnerable of pupils. We have therefore decided to remove access rights to a number of pupils. These pupils have been discussed by the SEN support staff and it is believed that they need to start accessing the heart space at break and lunch times. We have considered their independence levels, age and friendship groups.

Your son/daughter has been identified as one of these pupils.

However, we are aware that many of these pupils have other support from the SEN rooms (PE changing, time out cards, pastoral support etc.) all of these support methods WILL CONTINUE without change.

We will also review the changes during term 6 and will inform you of any further alterations.

Food will no longer be consumed within SEN from term 6 and all pupils will have to eat their lunch/snacks in heart space (even those who access the SEN rooms after this)

In addition, all of the pupils who have been asked to no longer use the SEN rooms at break and lunch time can have a library pass that allows them to use the library rooms (which are staffed at this time)

I hope you will appreciate that we do have to consider the needs of the many; we have a large SEN cohort this year and it is only set to rise again in September 2018. We need to remain true to our purpose of access – 'Giving the most vulnerable, a safe and calm environment that is staffed'

If you have any further questions please feel free to contact me directly.

Kind Regards

*P Edkins*

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