



Church of England School
Executive Head and CEO: Dr Hilary Macaulay

6th October 2022

Dear Parent/Carer,

Year 12 Students new to Bishop Ramsey

I am writing as your child is new to the Sixth Form at Bishop Ramsey and to introduce myself as the SENDCO and Head of Access and Inclusion. Should you have any concerns about your child having any Special Educational Needs (SEN), please direct them to me in the first instance.

I am also taking this opportunity to request that if your child has, in their secondary school history, been **diagnosed with any special educational need** or has **received any Exam Access Arrangements (EAA)** you let me know urgently and **provide evidence of the diagnosis**. This will enable us as a school to ensure the correct support is in place as students transition to their A Level studies.

Examples of SEN would include:

- Dyslexia
- ADHD
- ASD
- Dyspraxia
- Severe anxiety (which would need to be medically supported)

Examples of EAA would be:

- 25% extra time
- Use of ICT

If you think this does or may apply to your child, please let me know via email at lrobinson@bishopramsey.school and I will arrange to contact you to discuss in further detail.

Yours sincerely,

Miss L Robinson
SENDCO & Head of Access and Inclusion Faculty

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