



14th September 2026

Dear Parent/ Carer,

I hope you and your family are settling into the new academic year well.

As we move further into the term, I wanted to take the opportunity to provide a brief update from the SEND team.

Firstly, thank you to everyone who has already taken the time to complete the parent/carers survey and to those who have booked a phone call with me. It has been a pleasure to begin getting to know so many of our families, and the conversations I have had so far have been incredibly valuable. Your insights help us to better understand your child and ensure we are providing the right support.

For those who have not yet had the opportunity, I would be very grateful if you could complete the SEND parent/carers survey. Your feedback will help shape our future priorities and ensure that parent and carer voices remain at the heart of our provision. You can find the link here: [SEND Parent and Carer Voice Survey – Fill in form](#)

Similarly, if you would like to arrange a brief phone call with me, my Calendly link remains available, and I would be delighted to speak with you: [SEND Parent and Carer Voice Survey – Fill in form](#)

Key SEND Contacts

To help ensure that queries are directed appropriately and can be responded to as quickly as possible, I would like to remind parents and carers of our key points of contact.

Year Team SEND Links

Each year group has a member of our SEND team who works specifically with that year group (as well as supporting lessons and running interventions for students in other year groups). Your child's year-group SEND Link should usually be the first point of contact for day-to-day SEND queries:

- Year 7: Mrs Griggs
- Year 8: Mrs Westbrook (formerly Miss Holmes)
- Year 9: Miss Jones
- Year 10: Mrs Cowlshaw
- Year 11: Mr Sandell

EHCP Co-ordinators

If your child has an Education, Health and Care Plan (EHCP) in place, our EHCP co-ordinators have changed over the summer. To contact them about your child's existing EHCP, please use the following details:

- Years 7, 8 and 9: Sarah Lutkin, sarah.lutkin@norfolk.gov.uk or call 01603 306392

- Year 10: Vicki Coleman, vicki.coleman@norfolk.gov.uk or call 01553 669367
- Year 11: Thomas Brooks, thomas.brooks@norfolk.gov.uk or call 01603 224439

They work closely with me and our team to ensure annual reviews, provision and EHCP administration are coordinated effectively.

New SEND Email Address

We have also introduced a dedicated SEND email address: ICS-SEND@attrust.org.uk.

This inbox is monitored by both me and Mrs Warren. We ask that any SEND-related paperwork, reports, professional correspondence or documents are sent to this address so that we can ensure they are received, tracked and actioned promptly.

Thank you once again for your continued support and partnership. We know that parents and carers are experts on their children, and we greatly value the contribution you make to your child's education. I look forward to working closely with you throughout the year.

Yours faithfully,



Miss Staniforth
Vice Principal