



Oxenhope Church of England Primary School

A member of the
bdat
family

11th September 2023

Dear parents and carers,

As you are aware we have had some changes around inclusion staffing at Oxenhope. I wanted to clarify about these changes and how you can get support, advice or information should you need it.

Below you will find an outline of our Inclusion Team for you and your child:

As with all children in school, your first port of call for general information about your child is your child's class teacher. This can be through a phone call, a quick chat on the playground or through Dojo. Our staff are always happy to chat to you, however, they might want to make a separate appointment with you to give you more time.

Mrs Dyson (Pastoral) is still working at Oxenhope but has reduced her hours. She will be in school one day a week, and the day is likely to change each week. You will be able to talk to her via the school office or on the playground when she is in school. Mrs Dyson will be specifically working alongside Miss Cooper on SEND referrals.

Mrs Woodhead is now our Inclusion and Diversity Officer, and she will be working four days a week. Her role is around safeguarding, social, emotional, mental health, attendance, and parent and carer support. She will be taking on most of the role that Mrs Dyson had last year. Her base will be the Nest and you can contact her through the usual channels.

Mrs Whitaker will also be working in the Nest to deliver social, emotional, and mental health interventions for children. Mrs Woodhead and Miss Cooper will be leading on which interventions need to take place with which children and when. You can speak to Mrs Whitaker by contacting the school office.

Miss Cooper is our school SENCO and inclusion lead. She leads on referrals with Mrs Dyson and strategically develops the Nest with Mrs Woodhead and Mrs Whitaker. She will be going on maternity leave in January and we are working with the Trust to ensure that we continue with our good SEND support during this time. We will inform you about this once a plan has been finalised.

As Head Teacher, I (Mrs Jones) am the Designated Safeguarding Lead and the lead for looked after children. I am ultimately responsible all the children in the school, including children with SEND. I will liaise with all the above staff and have regular meetings with them to discuss provision and progress. I will delegate to these people and in some cases directly work with families. I attend meetings and liaise directly with Children's social care, health, and the police.

If you have been used to talking to a certain member of staff and feel their role might have changed, please don't worry you can still have that relationship with that person, and we will work hard to ensure that information is passed between relevant staff so that you don't have to keep repeating your story.

We hope this new structure will help speed up referral processes, whole heartedly support families and ensure that children receive the best possible experience they can.

Here is a reminder about who you can contact and how:

Oxenhope Church of England Primary School

Head Teacher: Mrs Alice Jones
Cross Lane, Oxenhope, Keighley, BD22 9LH
Email: office@oxenhope.bdat-academies.org
Tel: (01535) 642271
Visit: www.oxenhopeprimary.org.uk



INVESTORS IN PUPILS





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Staff member	Role	Reason you might contact them	How you can contact them
Class teacher	Main point of contact for you and your child	Academic concern Behaviour concern General day to day issues Progress General Wellbeing Concerns Day to day questions	office@oxenhope.bdat-academies 01535 642271 Dojo Message On the playground Parent and carer evenings/ events
Mrs Dyson	Pastoral	Information about a referral She is someone who you have been working with She works with your child on an intervention. A development in need A concern you have regarding special educational needs. An Annual Review EHCP communication	office@oxenhope.bdat-academies 01535 642271 On the playground Parent and carer evenings/ events
Mrs Woodhead	Inclusion and Diversity Officer	Social, Emotional Mental Health Need Family support Safeguarding issue A chat about your wellbeing Looked after children support. SEND support. Communication about Children's Social Care A family crisis Attendance	office@oxenhope.bdat-academies 01535 642271 On the playground Parent and carer evenings/ events
Mrs Whitaker	Nest Learning Support Assistant	She is someone who you have been working with She works with your child on an intervention	office@oxenhope.bdat-academies 01535 642271 On the playground Parent and carer evenings/ events
Miss Copper	SENCO	A referral A development in need A new concern you have regarding special educational needs. An Annual Review EHCP communication Interventions SEND meetings/reviews	office@oxenhope.bdat-academies 01535 642271 On the playground Parent and carer evenings/ events
Mrs Jones	Head teacher Looked after children lead. Designated Safeguarding Lead	Safeguarding Looked after children. A chat about your wellbeing Communication with children social care	office@oxenhope.bdat-academies 01535 642271 On the playground Parent and carer evenings/ events
The school Office	Administration	You want to speak to any of the above personnel. Before and after school club Financial support Day to day logistics Key dates Changes in circumstances Changes of phone number/addresses Attendance	office@oxenhope.bdat-academies 01535 642271 On the playground Parent and carer evenings/ events

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