

LEOPOLD PRIMARY SCHOOL

Hawkshead Road

Harlesden,
NW10 9UR
Tel: 0208 459 5654
www.leopoldprimary.co.uk
Email: admin@leopold.brent.sch.uk
Executive Headteacher: Miss Rachel Mollett



Gwenneth Rickus

242-250 Brentfield Road
Neasden, NW10 8HE
Tel: 0208 961 5336
www.leopoldprimary.co.uk
Email: adminlgr@leopold.brent.sch.uk
Executive Headteacher: Miss Rachel Mollett

Dear Parents/Carers,

I hope you have all enjoyed a wonderful summer.

I am writing to introduce myself as the SENCO at Leopold Primary School during Ms. Atkins maternity leave. My name is Ms. Lee and I am thrilled to be joining the senior leadership team in promoting your child's learning in an inspiring and nurturing good school.

I am an experience SENCO who has had senior leadership responsibilities over a number of years, especially in the area of inclusion, which is dear to me, as I believe that all children should have access to good teaching and their achievements recognised.

As the SENCO, my primary role is to lead and co-ordinate the provision of support for children with additional needs. I will work with staff, parents and liaise with professionals such as Educational Psychologists and Speech and Language Therapists to meet the various needs.

I am delighted that I have already had the opportunity to meet with some parents. I now run a weekly SENCO Surgery, so if there is anything that you would like to discuss with me, you can book an appointment via the school reception, requesting a phone consultation or a face-to-face meeting.

What is the SENCO Surgery?

This is where parent/carers can meet with the SENCO to discuss any concerns they may have regarding their child's learning, development or well-being.

SENCO Surgery Times:

Hawkshead Site: Tuesdays 2-3:15pm

Gwenneth Rickus Site: Thursdays 2-3:15pm

I look forward to working in partnership with you to ensure your children are challenged and supported in order to meet their true potential.

Regards

Ms. L Lee
SENCO

