

Inclusion Newsletter – Half Term 1 2025/26

Dear Parent/Carer,

Firstly, welcome back to the new academic year, as we near the end of the first half term, we have had a busy start to the year within the Inclusion Department. We would like to formally welcome our Year 7 SEND students and their families to the Montsaye community; students are settling into the routine and expectations of Secondary school and we enjoy seeing them engaging in their learning.

Contacting Us

A reminder for our existing students, but a key notice for those who have joined us in Year 7 or other year groups, that we have a dedicated phone line for the Inclusion department that is monitored daily between 9-10am, but with voicemail facilities at other times.

The Inclusion direct line is as follows: 01536 714040

In addition we have a dedicated email address inclusion@montsaye.org that is monitored by Mrs Castledine, our Inclusion Administrator, with your queries being responded to or directed to the relevant member of the school community.

Please continue to use the other school wide emails such as the attendance email, Progress Leader email and Student Welfare Officer email, for queries related to those areas.

Key Contacts

As we start the new year we would like to re-introduce key people within the Inclusion Team. When enquiries are sent in it will be forwarded to the most appropriate member of the inclusion team below.

Mrs Quinn – Assistant Principal and SENCo

Miss Lauder – Deputy SENCo

Miss Castledine – Inclusion Administrator

Our brilliant team of TAs who support students during unstructured times, offer in-class support, run interventions and support at revision sessions after school.

Inclusion Parent/Carer Referral Form

This academic year we are introducing a referral form that any parent or carer is able to complete should they want to raise something with the Inclusion department for following up or for further information.

Montsaye Academy is part of the Pathfinder Schools Trust



Pathfinder Schools is a private company limited by guarantee. It has charitable status and is registered in England and Wales under company number 07670511.

Registered Office: Greening Road, Rothwell, Northamptonshire NN14 6BB

This is for all students; students who are already identified as SEND, who have a change in need or presentation, or students who are not known to the Inclusion Team. We hope this further strengthens the ease of communication with the Inclusion department and ensures that there is clear follow-up with the most appropriate staff member.

Referral Form Link: <https://forms.office.com/e/zk6zE8Rfrb>

SEND Drop-Ins

Last academic year we held Inclusion drop-ins, including a dedicated Y6 transition evening, and they were a great success providing you with an opportunity to speak with members of our team.

Further information will come out closer to the time, but the dates are below to give you advanced notice. You will be able to raise any concerns you may have; review your child's current provision and pupil profile; and share any successes you would like to celebrate. If you are unable to attend them you are able to contact us via the referral form or the direct line.

Our SEND Drop-Ins will be held in the library on the following dates from 3.30-5.30pm:

- Monday 17th November
- Monday 9th March
- Monday 22nd June

SEND Homework Club

Our homework club will be continuing this academic year on a Monday and will be based in CS2. It is open to all students who would like some additional support or those who prefer to complete their homework at school.

All students are expected to complete homework, but reasonable adjustments are put in place for SEND students to support them further. This includes using the Sparx platform for some subjects where the algorithm adapts the content to the child specifically, focusing on time and effort put into homework rather than quantity, in addition to the homework club to support students too.

As always, if you have any queries about anything in this newsletter, or would like to speak to a member of the Inclusion Team then please do not hesitate to contact me.

Kind Regards

The Inclusion Team / Mrs Quinn – Assistant Principal

