

Y6 Inclusion Welcome Letter – March 2026

Dear Parent/Carer and Student,

Following on from Mr Horne's welcome letter I wanted to formally introduce myself and welcome you again to the Montsaye community. We are very excited for you to join in September!

I am Mrs Quinn, I am Assistant Principal for Inclusion and SENCo, and work as part of the Senior Leadership Team leading the Inclusion (SEND) provision at Montsaye Academy. I also oversee other areas such as medical needs, first aid, Looked After Children and exam access arrangements.

We have an Inclusion Team dedicated to supporting students to feel safe, supported and ready to learn. This includes Miss Lauder (Deputy SENCo), Miss Castledine (Inclusion Administrator), and a brilliant team of Teaching Assistants. We are also lucky enough to have a dedicated area in the school where we run our interventions, have a dedicated break and lunch club, and also where we run some form time programmes to support students.

Moving to secondary school is a big step and it is completely normal to feel a mix of emotions. Our aim is to support you with this, providing additional support not only when you start in September but also before you start. More information will be shared with you, and your primary schools closer to the time, but please be aware the below events are organised to support you prior to starting with us in September:

- Enhanced Transition Session prior to the main Transition Day
- Transition Evening (open to all students joining us, but I will be there so you can meet me)
- Y6 SEND Drop-In after Transition Day and Evening
- Additional School Tours offered in the Summer Term as well as in the Summer holidays
- I will meet with your Primary School SENCo as a handover

If you have any questions in the meantime please do contact us using our dedicated transition email address and it will be directed to the most appropriate member of staff.

I look forward to meeting you soon!

Kind Regards

Mrs H Quinn

Assistant Principal for Inclusion (SENDCo)

Principal: Mr Ben Baines