

SEN Newsletter

September 2026



Birley Primary Academy

A L.E.A.D. Academy

SENCO

I would like to introduce myself to parents old and new. I'm Alice Humphrey and I am the SENCO for children at Birley Primary. I work as SENCO as well as teaching in Year 6. You can contact me via the office or you can email me directly on:
alicehumphrey@birleyprimaryacademy.co.uk



Reviews

Children on the SEN register should have 3 reviews a year. These will be run either by myself or your child's class teacher. Parent's evening's can be included as one. If you feel you are due a review at any point in the year please speak to your child's class teacher.

As SENCO I normally will review children who have an EHCP or an extended support plan. Children on support plans may also be reviewed by me depending on their individual circumstances.

Referrals

School is able to make referrals to places such as speech and language, the autism team, early years inclusion team and FIS. School are unable to refer for assessments relating to ADHD, autism, coordination disorders or genetic issues. These have to come from a medical professional but school can provide supporting evidence to help with this process.

What is a SENCO?

A SENCO, (short for special educational needs co-ordinator) is a specialist teacher who takes care of special educational needs within a learning environment. Within the UK every school is required to have a SENCO to support students who have additional needs and learning requirements. The SENCO's role includes assessing, monitoring and planning the ongoing progress for children with special educational needs, it's their job to make sure your child's needs are met to the best level possible. They also help and support other educational staff with training and co-ordinate between parents, teachers and additional professionals such as therapists. If you are worried about your child's progress you would speak to your child's class teacher in the first instance. It may be at this point advice is needed from myself as SENCO.

Contact Us

Tel: 0114 239 9002

enquiries@birleyprimaryacademy.co.uk

Follow us on facebook: Birley Primary Academy

Coffee Mornings

This year we will be holding half termly coffee mornings for parents and carers with the aim bring together parents, carers and school staff in a welcoming environment where information can be shared, questions can be answered and supportive relationships can be developed. Any parents can come whether your child is on the SEN register or not. The dates for Autumn term will be;

Wednesday 14th October 9:00-10:00am

Wednesday 18th November 9:00-10:00am

Support for children awaiting an assessment

As some of you may be aware there are very long waiting lists for children awaiting assessments. On the Sheffield Children's hospital website there are links to resources to help support school and parents in supporting their children until their assessment date is given. On the website you will find a range of videos and information on a number of areas. You will also find the referral forms that are needed when seeking a referral. Please take a look at the link below and hopefully you will find some useful information.

<https://www.sheffieldchildrens.nhs.uk/services/child-development-and-neurodisability/>

Child Development and Neurodisability Service

[Home](#) | [Services](#) | Child Development and Neurodisability Service

A-Z of services

Neurology

Neurorehabilitation

Community Paediatrics and Neurodisability Service

- ADHD – Attention Deficit Hyperactivity Disorder
- Autism
- Cerebral palsy
- Community Paediatrics
- Down's Syndrome Service
- Learning Disability
- Multidisciplinary Assessments
- Sensory processing difficulties
- Neurodisability psychology
- Transition to adult services

Support While You Wait

While waiting for an assessment, there are resources and services available to support you and your child. Many of these services do not require a formal diagnosis.

- **Sheffield City Council's Local Offer:** Explore resources and services tailored to children with additional needs. Visit [Local Offer | Sheffield Directory](#).
- **Sheffield Parent Carer Forum:** Provide a Peer Support Service which offers information, support, and signposting. Visit the Peer Support Service at [Sheffield Parent Carer Forum](#). Reach out via phone at 0300 321 4721 (select option 1) or email peersupport@sheffieldparentcarerforum.org.uk.

Documents

- Sensory Service Virtual Therapy Area
- Autism resources
- Toilet training
- Sensory Top Tips
- Pain profile Record
- Neurodevelopmental flyer – Sheffield city council
- Communication and Health Passport
- Children with neurodevelopmental difficulties who avoid or refuse food
- Autism + ADHD infographic
- ADHD Assessments

Sheffield SENDIAS

Sheffield SEND Information, Advice and Support Service (SENDIAS) provide information, advice and support on special educational needs and disability (SEND). They can offer impartial information, advice and support to parent/carers of a child (under the age of 25) with special educational needs or disabilities.

The aim of the service is to empower, enable and encourage parents to take an informed and active part in their child's education. It is also for children and young people to be involved in decisions about their own education and futures.

sheffieldsendias.org.uk

Telephone: 0114 2736009

Email: ssendias@sheffield.gov.uk