



Kingsnorth Church of England Primary School

Church Hill, Kingsnorth, Ashford, Kent TN23 3EF

T 01233 622673 E office@kingsnorth.kent.sch.uk W www.kingsnorth.kent.sch.uk

Headteacher: Mr Iain Witts

Wednesday 07 January 2026

Dear Parents and Carers,

Leave of Absence

I am writing to inform you that Miss Moore, our Special Educational Needs Coordinator (SENCO) and Assistant Headteacher, will be absent from Monday 12 January for a period of four weeks. During this time, it is important that any concerns or issues related to your child's special educational needs are managed effectively and with continuity.

In the first instance, please discuss any SEN matters directly with your child's class teacher or teaching team.

Should you feel that further discussion is necessary, you are encouraged to bring these concerns to the attention of the relevant Team Leaders via the school office.

For any needs or issues that extend beyond this level, please do not hesitate to contact me directly via the school office, as I will be overseeing SEN provision in Miss Moore's absence.

We appreciate your understanding and cooperation during this period and remain committed to ensuring that your child's needs continue to be met with the highest standard of care and support.

Yours sincerely,

Mr I Witts
Headteacher