



Dear Parent/Carer,

I would like to warmly invite you to our 'Let's Talk SEND' Parent & Carer Coffee Morning on **Tuesday 22 September 2026**.

As the school's Governor with responsibility for Special Educational Needs and Disabilities (SEND), I am keen to hear directly from parents and carers about their experiences of SEND provision at our school. Your views are invaluable in helping the Governing Board understand what is working well and where we can continue to improve as a school.

This will be an informal opportunity to enjoy a cup of tea or coffee, meet other parents and carers, and share your thoughts in a relaxed and welcoming environment. Whether your experiences have been positive, challenging, or a mixture of both, we would be keen to hear your perspective.

During the session, we will discuss questions such as:

- What is working well for your child?
- How well do you feel the school communicates with you?
- What could we do to improve the experience of children with SEND and their families?
- What would you like governors to know about SEND provision in our school?

Please be assured that this is **not** a meeting to discuss individual pupils or specific cases. Instead, the focus will be on gathering general feedback and identifying common themes that will help governors support the school's ongoing development.

All comments will be treated respectfully and any feedback shared with the Governing Board will be anonymous.

Date: Tuesday 22 September 2026

Time: 9am - 10am

Venue: Hawley Primary School Main Hall

I realise that a weekday morning is not the easiest time for parents and carers to make themselves available, however I very much hope you will be able to find a way to join us. Your voice is important, and your feedback will help us continue to develop an inclusive school where every child can thrive.

If you are planning to attend, please email the school office adminoffice@hawley.hants.sch.uk by **Thursday 17th September** so that we can make appropriate arrangements.

I look forward to meeting you.

Yours sincerely,

Chris Mackinlay
SEND Governor
Hawley Primary School