



## HILLINGDON PRIMARY SCHOOL

*Learning and Achieving Together*

**Co-Principal:** Ms Sabrina Kelly BEd (Hons)  
**Co-Principal:** Ms Samina Saidiya MEd  
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Tuesday 4th March 2025

### Assistant Headteacher for Inclusion/SENCO

Dear Parents and Carers,

At the end of this term, Mr Hancox will be leaving us as a permanent member of staff. His last day in school will be Friday 4th April. Mr Hancox and his family are relocating to the West Country, and we wish him all the best for the future. He will miss all the children and parents/carers that he has worked with so closely with.

We would like to take this opportunity to thank Mr Hancox for all his hard work and commitment to our children and families. We know that his dedication, kindness and care has been appreciated by both staff and the families he has worked with over the last three years.

For the rest of this term, parents/carers can continue to make contact with Mr Hancox regarding their child and any matters to do with SEND. An advert for the role has now gone out and we are keen to recruit the right candidate for the role. Once the successful candidate has been appointed, they will work closely with Mr Hancox to ensure a thorough, smooth and successful transition, including opportunities for the new Inclusion leader to meet with parents of pupils with SEND before the end of this term.

All support and meetings, including those with statutory timeframes, for parents of pupils with Education Health Care plans (EHCPs), will continue as usual for the rest of the academic year.

We will of course keep parents and carers updated once the successful candidate has been appointed and will keep parents and carers updated with the planned transition.

Mr Hancox and other senior leaders will be available on the playground before and after school this week should you have any further questions.

Best wishes,

Ms Sabrina Kelly  
Co-Principal

Ms Samina Saidiya  
Co-Principal