A celebration newsletter is a valuable tool for schools to share the successes and achievements of their Special Educational Needs and/or Disabilities (SEND) students and develop stronger connections with parents, caregivers, and other stakeholders. This framework is designed to guide Special Educational Needs Coordinators (SENCOs) in writing a celebration newsletter that highlights progress, recognises the hard work of students and staff, and demonstrates the positive impact of SEND support within the school community.

|  |
| --- |
| **1. Title and Theme*** **Title**: Choose an uplifting and engaging title that reflects the content of the newsletter. Examples: "Celebrating Success Together", "SEND Success in School" or "Highlights of Progress and Inclusion."
* **Theme**: Select a theme that runs throughout the newsletter, such as "Building Confidence", "Inclusive Learning in Action", or "Achieving Together".
 |
| **2. Welcome Message*** **From the SENCO or Headteacher**: Begin the newsletter with a warm welcome message from the SENCO or Headteacher, expressing gratitude to parents, caregivers, staff, and other stakeholders for their support. Highlight the importance of community involvement in supporting SEND students.

*Example*:*“Welcome to our latest SEND newsletter! We are thrilled to share the progress and achievements of our fantastic students. Their resilience and determination, combined with the dedication of our staff, have made this an exceptional term. We couldn’t do it without your support, and together, we are creating an inclusive, nurturing environment for every child.”* |
| **3. Key Achievements and Success Stories*** **Highlight Individual and Group Successes**: Share success stories of SEND students across different year groups and key stages. Highlight individual achievements, group projects, or school-wide events that have encouraged inclusion and learning.
	+ Include student testimonials (with permission) and quotes from staff about students’ progress.
	+ Examples: Successful transition stories, overcoming challenges, extracurricular achievements, or improvements in social or academic skills.

*Example*:“We’re proud of Amy in Year 6 for her incredible progress in communication skills, and of Ben in Year 12, who took part in a work experience programme, boosting his confidence and independence. Each student’s journey is unique, and we celebrate their hard work and growth.” |
| **4. SEND Support and Initiatives*** **Highlight Specific Interventions and Strategies**: Explain the support structures in place and how they’ve contributed to student success. This could include one-on-one support, small group interventions, use of technology, sensory support, or specific educational programmes.
* **New Programmes or Resources**: Share information about new or improved programmes that have been particularly effective, such as social skills groups, therapeutic interventions, or peer mentoring schemes.

*Example*:“Our new sensory room has been a fantastic addition to the school, providing a calming space for students who need time to regulate their emotions. Additionally, our peer mentoring scheme has seen older students supporting their younger peers with SEND, generating ongoing empathy and inclusion.” |
| **5. Parent and Caregiver Involvement*** **Parent/Carer Testimonials and Involvement**: Celebrate the role of parents and caregivers in supporting their children and the school community. Share feedback from parents about how the school has helped their child thrive.
* **Workshops, Support Groups, and Events**: Inform parents and caregivers about upcoming events, workshops, or coffee mornings that provide support or build community. Also, celebrate past events that have brought families together.

*Example*:“A big thank you to all the parents who attended our recent SEND Coffee Morning! It was wonderful to hear your ideas and feedback, and we are already planning more sessions focused on support strategies at home.” |
| **6. Staff Achievements and Professional Development*** **Celebrate the Staff’s Dedication**: Highlight staff who have made a significant impact on SEND students' progress, acknowledging their hard work and dedication.
* **Training and Development**: Mention any recent professional development the staff have undertaken related to SEND, such as specific training on Autism, speech and language therapy, or mental health support.

*Example*:“We would like to recognise Ms. Smith, our SEND teaching assistant, for her work in implementing the new social skills programme. Our staff continue to engage in regular training to ensure they’re providing the best possible support to our students.” |
| **7. Transition Successes*** **Transition Milestones**: Celebrate successful transitions, whether it’s students moving from primary to secondary, or older students progressing to further education, training, or employment. Highlight the support provided to make these transitions smoother for SEND students.
* **Quotes from Students and Parents**: Include quotes or stories from students or parents who have recently experienced a transition, detailing how the process was supported by the school.

*Example*:“Our Year 11 students have made a fantastic transition to college this year, thanks to a dedicated transition plan and partnership with local colleges. We are so proud of their achievements and the confidence they have shown in embracing the next chapter of their education.” |
| **8. Looking Ahead: Future Plans and Goals*** **New Initiatives and Programmes**: Provide information on future initiatives aimed at supporting SEND students, such as plans to expand support services, introduce new technology, or develop further partnerships with external agencies.
* **Encourage Involvement**: Encourage continued involvement from parents, caregivers, and stakeholders in the school’s SEND provision.

*Example*:“Looking ahead, we are excited to announce the launch of our new wellbeing programme, which will focus on supporting the emotional health of students with SEND. We look forward to working closely with families to ensure its success.” |
| **9. Acknowledgements and Thanks*** **Thank Key Stakeholders**: Conclude the newsletter by thanking parents, caregivers, staff, external partners, and the students themselves for their contributions and efforts. Acknowledge the collaborative nature of SEND support and its importance in student success.

*Example*:“Thank you to everyone—our wonderful students, dedicated staff, supportive families, and local partners—who contribute to our thriving school community. Together, we continue to build a nurturing and inclusive environment where every child can succeed.” |
| **10. Call to Action and Contact Information*** **Encourage Feedback and Communication**: Invite parents and stakeholders to provide feedback on the newsletter and the school’s SEND provision.
* **Contact Information**: Provide contact details for the SENCO or relevant school personnel for any questions, concerns, or further involvement in SEND activities.

*Example*:“We always value your input! If you have any feedback or ideas for future newsletters, or if you’d like to get more involved, please do not hesitate to contact us at [email] or call [phone number].” |

By following this framework, SENCOs can create an engaging, informative, and celebratory newsletter that not only showcases the achievements of SEND students but also strengthens relationships with parents, caregivers, and other stakeholders.

NB: Don’t forget to advertise the December Coffee Morning!