

**HAREFIELD *Junior School***  
Park Lane, Harefield, Middlesex. UB9 6BJ  
Telephone: 01895 824447

To Whom It May Concern:

October, 2011.

Re: Jane Hayward.

Jane worked very closely with staff, pupils and parents at Harefield Junior School. She set realistic time frames to work with children with difficult special educational needs.

She prepared detailed reports on children who were going forward for statutory assessment and followed up any other meetings with fellow professionals.

Jane had a very friendly manner and nothing was too much trouble. This approach ensured that a lot was covered in a small space of time.

It was a pleasure to work with Jane and her support was invaluable.



**V. G. WILLIAMS**  
**HEADTEACHER**