



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

Aim High

Never Give Up

Follow Your Dream

Lead By Example

Friday 17th June 2022

Dear Parents/Carers,

I would like to invite you to attend a meeting to review your child's Special Educational Needs.

The meeting will be with Mrs Cockerill, SENCo, and, where possible, your child's class teacher will attend the meeting.

Please note: if your child is having an Annual Review of their EHCP this term, we will combine these meetings. There is no need to book one of these meetings.

In this meeting, we will work together to create a transition document for your child's next class teacher to support their understanding of your child's needs ready for September.

We will consider:

- Friendships
- Triggers for emotions
- Learning needs
- Likes/dislikes
- Diagnoses/ Query of diagnoses
- Anything else that might be relevant

All appointments last for 15 minutes and the dates available are:

YR – 11 th July 10:00am – 12:00pm
Y1 – 7 th July 10:00am – 12:00pm
Y2 – 7 th July 10:00am – 12:00pm
Y3 – 13 th July 1:00pm – 2:30pm
Y4 – 5 th July 11:30am – 1:00pm
Y5 – 28 th June 9:00am – 12:00pm
Y6T – 12 th July 9:00am – 11:00am
Y6R – 12 th July 11:15- 12:45pm

In order to include class teachers in the meetings, I have had to block release from class and therefore can only offer blocks on specific days for these meetings.



If you are unable to be available for the meeting, you can either send your suggestions in writing to senadmin@norwoodschool.co.uk and I will add these to the transition form or suggest alternative times/days of the week you can be available. The transition form is attached. Alternatively, if you would like a paper copy, please contact the school office.

Please note, if we meet at an alternative time to those suggested, your child's current class teacher will be unable to attend. If we do not hear from you, we will go ahead with the meeting in school.

Please reply to senadmin@norwoodschool.co.uk with your choice of times and appointments will be allocated on a first come, first served basis.

All meetings will be virtual. Zoom links will be sent out prior to the meetings, unless you would prefer a telephone call. Please make it clear in your email regarding your requested time if you would prefer a telephone call.

Yours sincerely,

Yours sincerely,

Mrs J. Cockerill
Deputy Headteacher/SENCo

Mrs D. Reynolds
Headteacher

