



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

Aim High

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Tuesday 11th October 2022

Dear Parent/Carer

I will be holding parent/carers meetings for pupils on the Special Needs Register.

Meetings will last for 15 minutes and the timetable is rather tight in order for me to attend all meetings. So that I can release teachers, I have had to block appointments. If you have other commitments and are unable to attend any of the planned appointments, I will do my best to rearrange to suit your availability. However, please understand that a rearranged appointment might be with myself or the teacher only - rather than both.

Meetings can be booked through senadmin@norwoodschool.co.uk or by telephone on 01733 574717

Appointments are planned for:

Monday 31st October to Wednesday 2nd November 2022

Meetings can be face to face, by telephone or Zoom. Please make it clear in your response which format you would prefer.

If you choose Zoom, I will send Zoom links for the meetings. Please make your name, the name of your child so that I admit the right people. You will be kept in the 'waiting room' until the previous meeting has finished.

The timetable is very tight and therefore meetings cannot over run. If needed, a further appointment can be rearranged to complete any outstanding conversations.

Monday 31 st October		Tuesday 1 st November		Wednesday 2 nd November	
9.00 – 12.00	Year 6	9.00 – 10.30	Year 3	9.30 – 11.00	Year 1
		10.30 – 12.00	Year 5	11.15 – 12.15	Year 2
		12.30 – 2.00	Year 4	12.30 – 1.30	Year R

Please make contact via senadmin@norwoodschool.co.uk or by telephone on 01733 574717 and bear in mind the date and time that has been allocated to your child's year group.

Please respond by 18/10/2022. Appointments will be sent out to parents by 19/10/2022.

Kind regards

Mrs J. Cockerill
Deputy Headteacher/ SENCo

Mrs D. Reynolds
Headteacher

