



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

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Thursday 9th March 2023

Dear Parent/Carer

I will be holding parent/carers meetings for pupils on the Special Needs Register to review their individual learning plans.

As we have only just had Parent/Carer Consultation Evening, these meetings will be held without the class teacher.

If you feel that you have received enough information from the class teacher and do not need an additional meeting, I totally understand. I will ensure that you have a link to the reviewed learning plan and receive the new targets once they have been written.

Meetings will last for 15 minutes. If you have other commitments and are unable to attend any of the planned appointments, please let me know and I will do my best to rearrange to suit your availability.

Meetings can be booked through senadmin@norwoodschool.co.uk

Appointments are planned for:

Wednesday 15th March, Thursday 16th March, Tuesday 21st March and Wednesday 22nd March

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.

As class teachers will not be present at these meetings, parents/carers can choose from any of the dates/times available.

Wednesday 15 th March	Thursday 16 th March	Tuesday 21 st March	Wednesday 22 nd March
9.45am – 3.00pm	9.00am – 1.15pm	9.00am – 2.15pm	9.45am – 3.00pm

Please make contact via senadmin@norwoodschool.co.uk

Kind regards

Mrs J. Cockerill
Deputy Headteacher/ SENCo

Mrs D. Reynolds
Headteacher