



Aim High

Never Give Up

Follow Your Dream

Lead By Example

Friday 23rd June 2023

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.

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

In this meeting, we will work together to update your child's One Page Profile for your child's next class teacher and review your child's progress.

We will consider:

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

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. Meetings will last for up to 20 minutes.

Monday 3 rd July	Tuesday 4 th July	Wednesday 5 th July	Thursday 6 th July
9.00am – 12.00pm	11.00am – 1.00pm	9.00am – 3.00pm	1.00pm – 5.00pm

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 One Page Profile or suggest alternative times/days of the week you can be available. A blank One Page Profile is attached. Alternatively, if you would like a paper copy, please contact the school office.

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 date and times.

Yours sincerely,

Mrs J. Cockerill
Deputy Headteacher/SENCo

Mrs D. Reynolds
Headteacher

