



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

*Aim High*

*Never Give Up*

*Follow Your Dream*

*Lead By Example*

Tuesday 12<sup>th</sup> September 2023

Dear Parents/Carers,

I would like to invite you to attend a meeting to discuss your child's Special Educational Needs to share your child's learning plan and discuss how they have settled into their new year group.

The meeting will be with myself - Mrs Cockerill, SENCo.

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 25 <sup>th</sup> September	Tuesday 26 <sup>th</sup> September	Wednesday 27 <sup>th</sup> September	Thursday 28 <sup>th</sup> September
9.30am – 2.00pm	9.00am – 3.00pm	9.30am – 3.00pm	9.00am – 2.00pm

I know that change for many of our children with Special Educational Needs is challenging and so we aim to work together to make this as smooth as possible. Please don't wait for a meeting if your child is struggling and contact me as soon as possible.

**Please reply to [senadmin@norwoodschool.co.uk](mailto:senadmin@norwoodschool.co.uk) with your choice of date and times.**

Yours sincerely,

Mrs J. Cockerill  
Deputy Headteacher/SENCo

Mrs D. Reynolds  
Headteacher

