



Head Teacher : Mrs D Reynolds - BSc Hons QTS NPQH

*Aim High*

*Never Give Up*

*Follow Your Dream*

*Lead By Example*

Wednesday 8<sup>th</sup> January 2025

Dear Parents/Carers,

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

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.

As class teachers will not be present at these meetings, parents/carers can choose from any of the dates/times available. 4pm is the latest start time for a meeting on the Tuesday and Thursday. Meetings will last for up to 20 minutes.

Tuesday 28 <sup>th</sup> January	Wednesday 29 <sup>th</sup> January	Thursday 30 <sup>th</sup> January
9.00am – 4.00pm	9.40am – 2.40pm	1.00pm – 4.00pm

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 by 22/01/2025.**

Yours sincerely,

Mrs J. Cockerill  
Deputy Headteacher/SENCo

Mrs D. Reynolds  
Headteacher

