



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

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Wednesday 10th September 2025

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 or by telephone. 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. Meetings will last for up to 20 minutes.

It is helpful if you can give a range of dates/times that you are available.

Monday 22 nd September	Tuesday 23 rd September	Wednesday 24 th September
9.15am – 3.15pm	9.15am – 3.15pm	9.55am – 3.15pm

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 with your choice of date and times by 16/09/2025.

Yours sincerely,

Mrs J. Cockerill
Deputy Headteacher/SENCo

Mrs D. Reynolds
Headteacher

