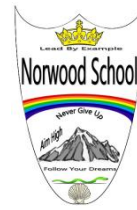


Email: office@norwoodschool.co.uk
Website: www.norwood-school.co.uk

Telephone: 01733 574717



Norwood Primary School
Gunthorpe Road
Gunthorpe
Peterborough
PE4 7DZ

Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

Aim High

Never Give Up

Follow Your Dream

Lead By Example

Friday 9th January 2026

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.

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.

Tuesday 20 th January	Thursday 22 nd January
8.55am – 4.15pm	8.55am – 4.15pm

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 15/01/2026.

Yours sincerely,

Mrs J. Cockerill
Deputy Headteacher/SENCo

Mrs D. Reynolds
Headteacher