

23<sup>rd</sup> January 2024

**SEN Pupil Progress Meeting**  
**Spring Term - Wednesday 7<sup>th</sup> February 2024**

Dear Parents & Carers,

We will be holding a Pupil Progress Meeting for those children who have a Graduated Response (SEN) Plan or Stage 3 Graduated Response Plan (*for pupils with an Education and Health Care Plan*) on **Wednesday, 6<sup>th</sup> February** from **3.00p.m** to **5.00p.m**. The focus of the meeting will be to discuss your child's individual needs and work together to agree further targets for their plan.

Could you please return the slip below, indicating your preferred time slots (2 choices if possible), by no later than **Friday, 2<sup>nd</sup> February**. Appointment times will then be allocated and returned home with your child. *Please note that appointments are for approximately 15 minutes*. Should you feel that further time will be needed, please inform the class teacher in advance and they will try to accommodate this.

We look forward to seeing you. Our thanks for your continued support.

Yours sincerely,

***Mrs S Fitzpatrick***

*Inclusion Manager / SENCO*

✂.....

**SEN Pupil Progress Meeting**  
**Spring Term - Wednesday 7<sup>th</sup> February 2024**

I / We\* will **not** be attending SEN Pupil Progress Meeting

*\*Please delete as appropriate*

I / We\* will be attending SEN Pupil Progress Meeting and would like an appointment within the following time slot(s)\*\*;

*\*\*Please delete circle times required*

**Wednesday 7<sup>th</sup> February**

**3.00 – 3.15p.m   3.15 - 3.30p.m   3.30 - 3.45p.m   3.45 - 4.00p.m.   4.00 - 4.15p.m**

**4.15 – 4.30p.m   4.30 - 4.45p.m   4.45 - 5.00p.m**

Name of Child ..... Class.....

Signed ..... Parent/Carer   Date .....

Print

Name.....Contact Number.....