

28th September 2023

SEN Pupil Progress Meeting
Autumn Term - Wednesday 18th October 2023

Dear Parents & Carers,

We will be holding a Pupil Progress Meeting for those children who have a SEN Support Plan or Individual Support Plan (*for pupils with a Statement of Special Educational Needs*) on **Wednesday, 18th October** from **3.00p.m** to **5.00p.m**. The focus of the meetings 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, 13th October**. 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 support.

Yours sincerely,

Mrs S Fitzpatrick

Inclusion Manager / SENCO

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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 18th October

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.....