



1 October 2021

Dear Parents and Carers,

As the school's Special Educational Needs and Disabilities Coordinator, I am writing to all parents of children at our school to make you aware of two dates that are being set aside for SEND meetings. If you would like to take the opportunity to discuss any aspect of your child's learning, above and beyond the general conversation held during parents' evening, please feel free to contact the school office and book a slot.

Your child **does not** have to be on our SEN register (in receipt of an Individual Education Plan, My support Plan or Education, Health and Care Plan) for you to make an appointment. It may be that you have noticed something particular about your child's learning at home that you want to discuss such as reading, times tables, or spelling for example. It may be that as your child grows and moves through school, new behaviours are apparent. With two children of my own, I know this can be the case! No query would be considered too trivial, as often it is the identification of the smallest pieces of the jigsaw that makes a difference.

The dates available are **Tuesday 23rd November** and **Tuesday 7th December**. Each slot will be booked on a first come first served basis and will last for a maximum of thirty minutes. Times will run as follows:

Half hour slots from 9.00am to 10.30am

Half hour slots from 11.00am to 12 noon

Half hour slots from 1.00pm to 3.30pm

Please note, this is not an extension of parents' evening as I do not know all the children as well as their class teacher. It is more of an opportunity to flag up and then discuss any elements of learning that your child may be finding challenging and to examine what the next steps could be in terms of providing support.

For more information, please do not hesitate to contact me on the school office number.

Yours faithfully,

Jon Warrener
Deputy Headteacher and SENCO



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