

Mrs L Keogh
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Thursday 12th November 2020

Dear Parent/Carer,

SPECIAL EDUCATIONAL NEEDS REVIEW

I would like to invite you to attend a review via video call with your child's class teacher and myself as SENCO. The purpose is to review targets from the summer term and set targets for the term ahead. The review time can be booked online, allowing you to choose a time that is convenient. **Each slot is 25 minutes per child.** This is preset so will automatically end at the allocated time. You can access the video meeting by downloading via your smartphone. Please see the attached Guidance sheet 'Video Appointments_ Parents - How to attend appointments over video call - School Cloud Parents Evening' for more details.

The available dates are as follows:

Monday 23rd November to Thursday 26th November - 8:00am to 12pm then 3:30pm to 5pm

Online Booking System

You will need to book your appointment using the online booking system. Bookings open at 7.00 pm on Thursday 12th November 2020. The system is very user friendly, however if you do need assistance logging in, the office will be happy to assist you. Please follow the link below to book your appointment <https://ellingham.parentseveningsystem.co.uk/>

Yours sincerely,



Mrs Claire Cook
Assistant Head for Inclusion