

Mrs L Keogh
Headteacher
Ellingham Road
Chessington
Surrey
KT9 2JA
Telephone: 0208 397 3864
office@elp.rbksch.org
Tuesday 16th March 2021

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 autumn 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 22nd March to Wednesday 24th March - 8:00am to 12pm then 3:30pm to 5pm

Monday 29th March to Wednesday 31st March - 8:00am to 12pm then 3:30pm to 5pm

Thursday 25th March and Thursday 1st April – 9.30am to 12pm

Online Booking System

You will need to book your appointment using the online booking system. Bookings open at 7.00 pm on Tuesday 16th March 2021. 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