



Morley Place Academy

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Head Teacher: Mr P. Rust

7th February 2018

SEN Support Parents' Evening Spring 2018 **Thursday 22nd February**

Dear Parents / Carers,

We will be holding a Parents' Evening for those children who have a SEN Support Plan or Individual Support Plan (children with a Statement of Special Educational Need) on Thursday 22nd February from 3.00p.m to 5.00p.m. The focus of the meetings will be to discuss your child's individual needs and agree targets for their SEN Support Plan.

Could you please return the slip below, indicating your preferred time slots (2 choices if possible), by Friday, 9th 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 and they will try to accommodate this.

We look forward to seeing you.

Yours sincerely,

Mrs S Fitzpatrick

Inclusion Manager / SENDCo

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SEN Support Parents' Evening Spring 2018 **Thursday 22nd February**

I / We* will **not** be attending SEN Support Parents' Evening

**Please delete as appropriate*

I / We* will be attending SEN Support Parents' Evening and would like an appointment within the following time slot(s)**;

Thursday 22nd 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

***Please circle preferred time(s)*

Name of Child Class.....

Signed Parent/Carer Date

Print Name..... Contact Number

