

Edward Peake C of E (VC) Middle School

Headteacher: Miss Z J Linington
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09 January 2024

Dear Parents/Carers

I would like to invite you to attend a SEND plan meeting with our SENDCo, Ms Anderson. These meetings will be an opportunity to look at your child's SEND plan and discuss how your child can be supported in school. Each meeting will be for 20 minutes. There are a range of dates and times. Most appointments will be in person but some are offered virtually. Details of the different appointment dates are below.

Appointments can be booked online using the parent booking system. Once booked, an email will be sent confirming your appointment.

Appointments can be made from Wednesday 10 January at 8am and will close on Monday 15 January at 9am. Should you wish to make any changes after this date please contact the school office.

Appointments:

Date	Time	In person or virtual?
Monday 15 January	1:30pm-5:00pm	In person
Tuesday 16 January	1:30pm-7:00pm	Virtual
Wednesday 17 January	1:30pm-5:00pm	In person
Monday 22 January	1:30pm-5:00pm	In person
Tuesday 23 January	1:30pm-4:30pm	In person
Wednesday 24 January	1:30pm-5:00pm	In person

There is a link on our school website to book your appointments or alternatively visit: <https://edwardpeake.parentseveningsystem.co.uk> You will also find a guidance sheet on how to use the booking system and how to access your virtual appointments.

To Log in use the following information:

Parent Title, Parent Surname, Child's First Name, Child's Surname, Child's Date of Birth

If you do not have access to the internet or are having problems with a booking, please contact the school office who will be happy to add appointments on your behalf.



Yours sincerely



Miss Z J Linington
Headteacher