

25th November '19

Parent/Carer of _ _ _

Dear Parent/Carer,

Re: **Student Review**

We are writing to invite you to attend the half-termly review at Southway on **17th December '19** at _ _
_am. Please note that all appointments will last no more than 30 minutes. Appointment times are
unfortunately set, as mainstream school representatives are also invited and have a number of other
student meetings to attend.

The review is designed to give you as a parent, all the relevant information about your child's academic
and social/emotional progress, in addition to information about their behaviour and attendance.

It is important that you attend, in order that you may be involved in the target setting process for the
following half-term, and as your input and involvement is highly valued and beneficial.

Please confirm with Claire Boardman on 0113 336 7772, if you are unable to attend the meeting. All
students are expected to attend their own review regardless of parent's commitments and will be
awarded their attendance mark for attending. Once the reviews have taken place, the students will then
be based at home for the remainder of the day.

Should you have any questions, don't hesitate to contact us and we hope to see you shortly.

Yours faithfully,



Mrs Kelly Newby
Head of Centre