



Headteacher: Mr Cunniffe

Monday 10<sup>th</sup> November 2025

Dear Parent/Carer,

**Targeted Learning Plan (TLP) Review Meeting – Wednesday 19<sup>th</sup> November**

We would like to invite you to attend your child's Targeted Learning Plan (TLP) review meeting. These meetings are an important part of our Plan, Do, Review process for children on the SEND register, allowing us to discuss your child's progress and review their targets.

**Date:** Wednesday 19th November

**Time:** Appointment slots are available from 3:30pm – 6:15pm

**Duration:** 15 minutes per appointment

During this short meeting, we will review your child's current targets, celebrate progress, and discuss the next steps to support their learning and development. Your input is invaluable in helping us plan effectively for your child's continued success.

Please use Arbor to book your preferred appointment time. On the Parent App please use the prompts below:

1. On the main page select **Guardian Consultation**
2. To book a meeting, **click the available meeting** at the bottom of the screen.
3. **Click on the Time slot drop-down** and **choose the time you would like to attend** the consultation.
4. Make sure at least one guardian is ticked or you won't be able to click the Book Time Slot button.
5. You will be asked to confirm your choice and you'll be sent an email confirmation.
6. You can edit your booking by returning to the page and clicking on your booking. Select a different time slot and click Reschedule meeting to change your slot.

We look forward to meeting with you and working together to support your child's learning journey. Please attend school 5-10mins prior to your appointment time. Refreshments will be available.

Kindest regards,

*H Parr*

Mrs H Parr

Assistant Headteacher: SENDCo - Inclusion



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