



**Billingshurst Primary School**  
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Thursday 21st October 2021

Dear Parents and Carers

It was lovely to meet so many of you today at the SEND Coffee Morning. I hope you found the morning both informative and supportive. For those of you that were unable to attend, the slides that were shown during the coffee morning will be shared, via email, with all parents/carers of pupils with SEND.

This term we are making a change to our Extended Parent Consultations (EPC). These meetings are for all pupils with SEND. Therefore, if you have received this letter, your child is on the SEND Register. The EPC meeting takes the place of the 10 minute Parent Consultation meeting in October. The EPC is 20 minutes, which allows time for discussions around progress towards Individual Learning Plan (ILP) targets. The class teacher, intervention teacher for your child's year group and SENDCo will be present for this meeting in the autumn term.

To make these meetings as effective as possible Extended Parent Consultations are going to take place a few weeks later than usual, during November. This will enable:

- pupils to have a greater understanding of the progress they are making across the term
- the maximum amount of time to be spent working on ILP targets
- our Assess, Plan, Do, Review cycle to be strengthened
- the reviewing and setting of targets to be smooth and uninterrupted

During this meeting the current term's targets will be reviewed and the next term's targets set. This will enable a smooth transition between terms, as well as to maximize the amount of time spent working on targets.

I hope this letter explains the reasons for this change and how this will positively impact the progress of your child in terms of their ILP targets.

If you have any questions regarding this change, please do not hesitate to contact me via the school office.

Kind regards,

Mrs Towner  
SENDCo

