



Billingshurst Primary School
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Thursday 11th November 2021

To all Parents and Carers attending extended parents' meetings for children with SEND

Dear Parents and Carers

As I explained yesterday, we have escalating cases of Covid19 in school and have been advised by the Health Protection Team to put mitigating measures in place to stem the spread of the virus. We are really determined to continue with the extended meetings over the next two weeks as we know how important these are. In order to protect you, the staff and the children, I have taken the decision to conduct these remotely over Zoom.

We have chosen Zoom as it does not limit the number of attendees to each meeting. In the 24-48 hours before your meeting, you will receive an invitation to the meeting via email. We would be grateful if you could respond to that email confirming your attendance. If you do not reply, the meeting will go ahead anyway and you will be sent the minutes and targets by email in the two weeks following the meetings. If you do not already use Zoom, it is easy to download to a computer, tablet or phone, and the app is free. Alternatively you can open the invitation and then select to open the meeting in a browser without the app. It would be helpful for you to test this before the meeting once you get the invitation – you won't get into the meeting as it will not have started but you should be able to see if you can access it.

We do have some teachers who are absent from school because they are positive. It may be possible for them to join the Zoom meeting if they are recovered and just finishing their isolation but this may not be possible in each case. In attendance at the meeting will be Mrs Towner (SENDCo), the Intervention Teacher and a note taker. The Intervention Teachers will liaise with the teacher beforehand if possible but they also know your child. In some cases there may be another teacher able to offer information and who would attend the meeting. We will do all we can to ensure you have a productive, positive and informative meeting.

Yours sincerely

Helen Williamson
Headteacher

