

Thursday 6th June 2019

Dear Parent or Carer

Re: PIIMS End of Year Review meeting

This academic year is fast approaching its end and we continue to be immensely proud of our SEND pupils for their hard work and resilience with their learning.

We are now in the final part of the ASSESS-PLAN-DO-REVIEW cycle for PIIMS and would like to invite you to make an appointment to see and share in the progress your child has made against their PIIMS outcomes that were set last October. During the meeting where the outcomes for this year will be discussed, your child's form tutor will also share new outcomes that have already been set for September. We feel that as they know your child so well, they will be better placed to consider the next steps and set new outcomes for new teachers in the new academic year. This means we will be hitting the ground running in September and starting earlier in supporting your child with making progress against their new targets.

The meetings will be held with your child's form tutor, the SEN lead Kay Jones or myself, and where possible, your child's new form tutor for the 2019/20 academic year. We will also be inviting your child to attend, so they can hear their teachers talk about their successes and next steps.

Therefore, we would like to invite you to make an appointment to attend a meeting during the PIIMS review week beginning 24th June 2019. Each day we will be holding meetings for children in different year groups. Please see the following schedule: -

Date	Year group
Monday 24 th June	Year 8
Tuesday 25 th June	Year 7
Wednesday 26 th June	Year 6
Thursday 27 th June	Year 5
Friday 28 th June	Catch up appointments

Face to face meeting times will be available before school (from 7.45am – dependent on the form tutor's availability for early appointments), through the school day and after school (until 4pm). We appreciate that some parents may not be able to attend, so we can offer telephone conversations or an alternative time. Appointments can be booked via the school office by telephoning 01202 696121 or you can book in person.

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We anticipate these meetings lasting a little longer than the normal PIIMS meetings so are allowing ½ an hour maximum for the meeting. If a further discussion is required, we can always book a further meeting.

We look forward to meeting with you over the coming weeks.

Yours sincerely



Mrs Rachel Milton
Director of Inclusion
Castleman Academy Trust

