



## Emmanuel CE Middle School

Howe Lane, Verwood, Dorset, BH31 6JF

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Executive Headteacher: Mr Ron Jenkinson, M.Ed

Head of School: Mr Rob Christopher, BSc (Hons) PGCE

Assistant Headteacher: Mrs Alice Ponchaud, BA (Hons), MA (Ed)

27<sup>th</sup> September 2018

Dear Parent/Carer

As it is the start of a new academic year, I would like to invite you to join myself and the SEND team to any of the Coffee Afternoons we will be holding.

The Coffee Afternoon is an opportunity for parents to meet with myself and members of the SEND team for an informal chat about any SEND related concerns. It is also an opportunity to meet with other parents/carers to share concerns and support.

The sessions will be on the following dates at 2.30pm:

Monday 15<sup>th</sup> October

Monday 3<sup>rd</sup> December

Monday 4<sup>th</sup> February

Monday 25<sup>th</sup> March

Monday 13<sup>th</sup> May

Monday 17<sup>th</sup> June

Monday 15<sup>th</sup> July

If you would like to attend a Coffee Afternoon, please complete and return the attached slip. If there is another member of the pastoral or SEND team who you would like to speak to during this time, please add it to the reply slip and we will try to accommodate this.

If you are unable to attend on a Monday, or if you would like to arrange a separate meeting or telephone call, please contact me through the school office. My working days are Monday, Thursday and Friday. I look forward to seeing you over the school year.

Yours faithfully,

Alice Ponchaud

Assistant Headteacher/Inclusion Leader

SENDCo COFFEE AFTERNOON

To Mrs Ponchaud,

Pupil's Name:

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Class: \_\_\_\_\_

I would like to attend the following coffee afternoon(s) at 2.30pm

- Monday 15<sup>th</sup> October
- Monday 3<sup>rd</sup> December
- Monday 4<sup>th</sup> February
- Monday 25<sup>th</sup> March
- Monday 13<sup>th</sup> May
- Monday 17<sup>th</sup> June
- Monday 15<sup>th</sup> July
- I would like to meet with the SENDCo but am unable to make any of these dates.

Names of those attending and relationship to pupil:

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