*Dear parent/carer*

1. *A meeting has been planned to discuss your child’s progress. Please could you indicate whether you are available at one of the below dates and times for a \_\_minute phone call with a telephone interpreter and the staff who support your child.*
2. *I need to call you to discuss*
   1. *Your child’s progress*
   2. *Your child’s behaviour*
   3. *Your child’s attendance*
   4. *Your child’s health*
   5. *A school trip*

*Please could you indicate whether you are available for a \_\_ minute phone call with me and a telephone interpreter on one of the below dates and times:*

1. *Here in <Insert School Name>, all pupils who have support in school will be taking part in an Individual Future Planning Review. This will inform them of the options available to them and help them make choices about their future.*

*Choices might include the option to begin a course at college, or to begin work;*

*The next step is a virtual meeting with not only the Careers advisor and pupil, but also parent(s) and Guidance Teacher. Due to current restrictions this meeting will take place over the phone.*

*This email is your invitation to attend <Child’s name> virtual meeting, this has been scheduled for the date and time below. This is an important time for <child’s name>, and we hope that you will be able to be part of the planning for your child’s future.*

*We look forward to speaking to you on the <date>. Please let me know if you can be a part of this call.*

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| --- | --- | --- | --- |
| *Please Delete Days/Amend dates/times as appropriate relevant date* | | | |
| ***Day*** | ***Date*** | ***Time*** | ***Available? Yes or No*** |
| 1. *Monday* |  | *3.30pm* |  |
| *3.45pm* |  |
| *4pm* |  |
| *4.15pm* |  |
| 1. *Tuesday* |  |  |  |
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| 1. *Wednesday* |  |  |  |
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|  |  |
| 1. *Thursday* |  |  |  |
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| 1. *Friday* |  |  |  |
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| ***Month*** |
| 1. *January* |
| 1. *February* |
| 1. *March* |
| 1. *April* |
| 1. *May* |
| 1. *June* |
| 1. *July* |
| 1. *August* |
| 1. *September* |
| 1. *October* |
| 1. *November* |
| 1. *December* |

Please email it back to the school office.

Thank you,

1. Class teacher
2. ASL Teacher
3. Principal Teacher of ASL
4. Principal Teacher of Guidance
5. Depute Head Teacher
6. Head Teacher