Date:

Dear Parent/Carer

You are invited to attend an EAL induction review meeting on………………………. The purpose of this meeting is to review the progress that your child has made since he/she joined us at Horizon. We have gathered feedback from your child’s class teachers, so that we have an up-to-date picture of her needs.

During the meeting, we will do the following:

• Discuss feedback from your child’s teachers.

• Discuss feedback from your child.

• Any further comments you feel would assist your child’s progress.

We would be very pleased if you could attend. You are welcome to bring a friend or a relative to this meeting.

Please circle as appropriate and return to the pupil reception by way of your child by…………………...

**Do not hesitate to contact me if you have any further queries.**

Thank you,

Yours sincerely

…………………………………………………………..

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**REPLY SLIP – (Please complete and return to Student Reception as soon as possible)**

**Review meeting**

**I am able to attend the meeting I am unable to attend the meeting**

**If the above time is not suitable please suggest an alternative day/time.**

**I can attend the meeting on ………………………………………..**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_