Our Ref:

DATE:

Student: <student> <surname> Year : <yr>

Dear <Parent>

Annual Review Meeting

<Student> <surname>

DoB

I am writing with regards to <student>’s Annual Review Meeting which will be held in school on <date>.

Please find enclosed a copy of our parental feedback form; it would be greatly appreciated if you could complete this and return to <staff name> in school by <deadline> so that we can circulate all the relevant reports in advance of the meeting.

Should you require any support with any of this information, then you can either contact myself in school on the telephone number below or for a quicker response via email on <Email>

I shall look forward to meeting you at the annual review meeting on <date>.

Yours sincerely

Name

Role

CC <professional>

Our Ref: I/SEN/ SF

23 August 2021

Student: <student> <surname> Year <yr>

Dear <professional>

Annual Review Meeting

<Student> <surname>

DoB

I am writing with regards to <student>’s Annual Review Meeting which will be held in school on <date>, to which you are invited.

It would be greatly appreciated if you could provide any written reports regarding your involvement to <staff name> in school by <deadline> so that we can circulate all the relevant reports in advance of the meeting.

Should you require any support with any of this information, then you can either contact myself in school on the telephone number below or for a quicker response via email on <Email>

I shall look forward to meeting you at the annual review meeting on <date>.

Yours sincerely

Name

Role