



**BIDDULPH  
HIGH  
SCHOOL**



Potteries Educational Trust Head Office  
City of Stoke on Trent Sixth Form College  
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**Executive Headteacher: Mr D Robinson**

17 July 2025

Private & confidential

FOR THE ATTENTION OF THE PERSON WITH PARENTAL RESPONSIBILITY

**RE: Important information from the learning support team**

Over the next academic year there will be a number of opportunities arranged for you to meet the team and review your son/daughters current support plan.

Our coffee mornings will provide you with the opportunity to meet myself and the rest of the team including your child's key worker, these events are informal allowing the opportunity to mix with the learning support team and other parents to access support or simply just to check in.

The coffee morning dates are as follows:

- 6 October coffee morning 9.00 am to 11.00 am
- 3 February coffee morning 9.00 am to 11.00 am
- 29 April coffee morning 9.00 am to 11.00 am
- 2 June coffee morning - new intake pupils only

Refreshments will be available, there is no need to book a place to attend the Coffee morning, just turn up. Reminders will be sent out nearer each date.

In addition to the coffee mornings there will be three consultations parent's evenings to review pupils current support plans. Some of these will run alongside scheduled parents evening to reduce the number of appointments you need to book throughout the year. Please note that you will be invited to attend these evening even if your child is in a different year group to meet the SEND team. These events will staffed by Myself and the two assistant SENDCo's Mrs Thompson (intervention co-ordinator) and Mrs Williamson (invigilation co-ordinator).

Dates are as follows:

- 18 December SEND consultation evening (Year 11 open evening)
- 12 March SEND consultation evening (year 10 open evening)
- 25 June SEND consultation evening (SEND only evening)

Details of the booking system for the consultation evenings will be sent nearer the event

If your child has an Educational Health care plan an additional review meeting will be arranged throughout the academic year to review their current targets and outcomes.

Should you have any questions or concerns you would like to address prior to these events please don't hesitate to contact us.

Yours sincerely,

Miss R Davies  
SENDCo

