

# SWINDON VILLAGE PRIMARY SCHOOL

Church Road | Tel: 01242 690016  
Swindon Village, Cheltenham | Fax: 01242 690017  
Gloucestershire | Email: [admin@swindonvillage.gloucs.sch.uk](mailto:admin@swindonvillage.gloucs.sch.uk)  
GL51 9QP | Website: [www.swindonvillage.co.uk](http://www.swindonvillage.co.uk)



**Head Teacher:** Mr G Mills BA (Hons), NPQH

Tuesday 19<sup>th</sup> October 2021

Dear Parent / Carer

**Re: My Plan Review Meetings**

As you will already know, the My Plan meetings have been postponed until after half term. They will take place in the first week back – the week commencing 1<sup>st</sup> November. I will stick with the timetable that was in place for this week, so if you had booked a time with me on Thursday 21<sup>st</sup> October at 4pm then we will meet on Thursday 4<sup>th</sup> November at 4pm.

If the time you had chosen does not work for the week of 1<sup>st</sup> November then please call the office and rearrange. If you have not already booked a time and would like to see me then please call the office to arrange a meeting.

Many thanks

Yours sincerely

**Sarah O'Leary**  
**Inclusion Manager**