



EDUCATION SERVICES  
EXECUTIVE DIRECTOR: JIM GILHOOLY

CHATELHERAULT PRIMARY SCHOOL  
Head Teacher – Mrs. Lesley Winters-McCann

29<sup>th</sup> August 2016

Dear Parent/Carer

**PERSONAL PLANS & TARGET SETTING**

As your child has recently joined Chatelherault Nursery Class, we invite you to meet with your child's Key Worker to discuss how he/she is settling-in. During the consultation, the member of staff will work with you to develop your child's Personal Plan and to set individual targets for Literacy, Mathematics and Health and Wellbeing for Term 1.

We appreciate that the Personal Plan process may be new for some parents. This is a plan, developed between home and nursery, to support your child's health, welfare and safety needs. It may include aspects such as self help skills, toileting or stranger danger. The Personal Plan will be reviewed within a 6 month timeframe.

The meetings are held during the nursery sessions and a time slot sheet is displayed on our parental Involvement wall for you to choose. The dates for each group are:

**Monday 5<sup>th</sup> September 2016 – Caterpillar Group**  
**Tuesday 6<sup>th</sup> September 2016 – Butterfly Group**  
**Wednesday 7<sup>th</sup> September 2016 – Ladybirds Group**

We appreciate that meetings during the nursery sessions may be inconvenient for some parents and we can accommodate meetings outwith these. Please speak to Mrs. Nicholson (Team Leader) if you need to make an appointment on alternative date or for a time out with the nursery sessions. Should you wish to discuss any aspect of this process, please don't hesitate to contact me.

Thank you for your continued support.

Yours sincerely

Kirstine McDonald  
(Depute Head Teacher)

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OPPORTUNITIES  
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