



Horsforth School

Lee Lane East Horsforth
Leeds LS18 5RF

Tel: 0113 226 5454

Fax: 0113 226 5401

Email: info@horsforthschool.org

Website: www.horsforthschool.org

Headteacher: Dr P C Bell

Our Ref: PCB/TRH/JFI

22nd November 2023

Dear Parent/Carer,

We have shared with you via email our immediate school response following the incident in the school community on Tuesday 7th November, including a detailed action plan for medium and longer-term support.

To further support those parents who would like to speak with someone in school about our student support, education plan or improvements to our actions, we are offering a parent and carer 'drop in' on Tuesday 28th November 3.30 - 5.30pm.

There will be members of the school leadership team, Police and Horsforth Children's Services in attendance.

This aim of the evening is to allow parents and carers a chance to come in and talk to us, to share thoughts, concerns, ideas and to offer feedback directly with a member of staff or adult in attendance in a 1:1 capacity.

This evening does not involve a general presentation; I hope you understand that we have done this already via the video and emails. General information will continue to be shared in this way. We would prefer that this session is being dedicated to parents who want to speak with us about issues pertinent to them or their child.

To help run the session smoothly we will have team members set up to address specific areas, so you know who to see when you arrive.

The drop in will be in the library and there will be a waiting area should staff be busy. It will be first come, first served.

To help us to plan the evening, it would be helpful if you could complete the short form here:

<https://docs.google.com/forms/d/1oI-CtAcYoD7lfoHQ58z-5lCZb4pSLxrB9s9wITkyDc/edit?ts=655e0d2c> with approximate time of arrival and preference for your drop in.

We look forward to meeting you on this evening and appreciate your time.

Yours faithfully

Dr P Bell
Headteacher

'Opportunity and achievement for all'