



**Education Resources**  
Executive Director **Carole McKenzie**  
Head Teacher: **Dawn Laing, Kirklandpark Primary School**

If calling ask for: **D Laing**  
Telephone: **01357 520177**  
Date: **10 June 2024**

**ASP Review Meeting for A. Busby**

Dear Parent/Carer,

We would like to invite you to a meeting from **1:50pm – 2:10pm on Tuesday 25<sup>th</sup> June 2024**. The meeting will last no longer than 20 minutes due to the multiple meetings being held that day and the timetabling for staff cover.

During the meeting your child's current ASP evaluations and their targets for the first term of the next school year will be discussed and where possible there will be an opportunity for you to meet your child's 2024 – 2025 class teacher.

We would be grateful if you could complete the tear off slip below and return before **Wednesday 12<sup>th</sup> June 2024**. If you are unable to attend, a copy of your child's ASP will be sent home in a sealed envelope at the end of term.

Yours sincerely,

Mr A Hepburn  
Depute Head Teacher

Mrs D. Laing  
Head Teacher

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**ASP Review Meeting for A. Busby**

I will/will not (please highlight) be able to attend the ASP review meeting from **1:50pm – 2:10pm on Tuesday 25<sup>th</sup> June 2024**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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