



Dear Parent / Carer,

17.12.20

I hope this letter finds you and your family well during this difficult time.

As part of the transition process for your son/daughter, I would normally invite you to attend a meeting with myself, Mrs Da Silva (responsibility for Developing the Young Workforce), Mr Ward and Mr Sam Morgan our Skills Development Scotland Advisor.

The purpose of the meeting would be to discuss the options available to you as we work towards the transition of your son / daughter from Cedarbank School at the end of May 2020, onto a destination that is both supportive and in keeping with their personal abilities and aspirations. Together we will formulate an action plan to lead us to this positive outcome

Unfortunately, due to Covid Restrictions, we are unable to meet with you face to face. However, over the course of the last few months, Sam Morgan has been meeting with our leavers to continue the process of planning a destination with them. I have asked Sam to give you a call to let you know what he has discussed with your child and to chat through a possible Plan A with you. It is likely that Sam may ask you to have a chat with your child over the Christmas break to give important consideration to a Plan B and where requested, a Plan C.

In January, either myself or Mr Ward will give you a call to chat everything through with you and see if there is anything else that needs to be added to your child's action plan following your discussions with Sam.

Please feel free to call me at any point in the New Year to chat through any questions you may have regarding your child's transition plan.

I wish you and your family both a happy and safe Christmas given the current situation.

Yours sincerely,

**Louise Queen**  
*Depute Head Teacher*



**Award 2010**

