Dear………

Please come to my Review/Planning meeting on ……… at …………

People at my meeting will include my family, my teacher and other adults who know me.

At the meeting we will write about and talk about:

* What you like and admire about me
* What is important for me and my future
* What is working and what is not working for me
* My support – what is in place and what needs to be put in place for me

We will also talk about my progress in school and my Education Health Care Plan/Statement of SEN.

Then we will make an Action Plan for my future.

Please let me know if you can attend.

From ……….

**Invitation**