PROFESSIONALS LETTER – FEEL FREE TO AMEND School’s address

Date:

Dear

Child’s name Annual review will take the form of a Person Centred Planning Review. Person Centred Planning Reviews focus on creating a framework for the young person to express their own views and opinions alongside those of their parents and the professionals involved in their lives. Child’s name will be in attendance and I am working with him/her to prepare for the meeting.

As well as this letter you will have received an invitation from child’s name.

Please could you return the enclosed form below to me by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ so that I can prepare for the review. Please also include any formal reports you would like to submit as part of the review process which I do not already hold on file. The content of these will be included during the review.

You are welcome to email your responses to me at ……………….. if you prefer to talk through your responses I can be contacted on ……………………., please leave a message if I am unavailable and I will get back to you as soon as possible.

Many Thanks

SENCo

Name of School

**Professional consultation for Annual Review of Statement of Special Educational Needs for Child’s name**

Name: Role: I will/will not be attending the Review

If attending the meeting you will be asked to contribute your thoughts on ‘**what you like or admire about** **……….’** and what you feel **‘works well for………’**

Does school already hold a copy of your latest report/involvement with this young person? Y/N

If not please enclose it when you return this form.

How happy are you with the way school has used the advice and recommendations you have provided in the provision for child’s name?

The table below gives the objectives and provision for Child’s name. Please comment where appropriate with regard to your involvement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | **School Provision** | **What involvement have you had in helping to meet this objective?** | **What progress do you feel has been made? Do you have any suggestions for future strategies?** |
| *Insert objectives from statement/outcomes from EHCP* | *Insert details of school based provision* |  |  |
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**Any other comments**