**Child/young person invitation**

 Date:

Dear

You are invited to attend the annual review of your progress on       at       am/pm at      .

It is very important that your views and wishes are made known at the meeting and you should be part of any decisions that are to be taken about your future education. This meeting is a chance for you to say what you feel about your school and learning.

People at the meeting will include your family, teacher(s) and other adults who know you. At the meeting we will write about and talk about.

* What you like or admire about you
* What is important for you and your future
* What is working and what is not working for you
* Your support – what is in place and what needs to be put in place

Please can you complete and return the enclosed form with your views and wishes by       so that I can prepare for the review? A Teacher, parent/carer or friend can help you if you like and also come with you to the meeting.

Yours sincerely

Head Teacher/SENCO