**Parent/Carer Review Invitation**

 Date:

Dear

      d.o.b.

**Annual Review of Education Health and Care Plan(EHCP)/Statement of Special Educational Needs (*delete as appropriate)***

I hope that you will be able to attend      's review meeting on     , at       am/pm at       and join in the discussions about his/her progress and future educational needs.      's review will focus on       being able to express their views and opinions alongside those of the parents/carers and professionals. It is important for the Local Authority to receive the views of parents/carers.

There are no wrong answers, just say what you think. You can fill in the attached form (you can chose not to answer any of the questions), write your views on your own paper, or tell us your views at the meeting. If it is not possible for you to attend the review meeting, please send in your views so that they can be considered. I shall need to receive any written views by       so that I can send copies of your responses to the people who will be contributing to the meeting.

If you would like some help in preparing for the meeting, or someone to go along to the meeting with you, you could contact the Family Support Team on0300 123 6706, or you could take along a friend or family member to support you. If you require the support of an interpreter at the review meeting, please can you contact me as soon as possible and let me know what language you need English interpreted into.

Other contributors have been invited to this meeting and, although they may not all be able to attend any written advice they provide will be available for you to read before the meeting.

The purpose of the review meeting is to look carefully at      's progress in school, discuss arrangements for the next year and think about whether      's EHCP/Statement (*delete as appropriate)* is still needed or needs to be amended.

At the meeting contributors will also be asked to give thoughts on:

* **What they like or admire about**
* **What they feel is important for**
* **What they feel works well or not working well for**
* **What support they feel is needed to be in place and what else may need to be in place for       to be able reach his/her desired outcomes.**

Yours sincerely Head Teacher/SENCO