Our ref: SEN/Annual Review

Dear XXXXXXXXXXX,

 I am writing to invite you to a meeting to perform an Annual Review of XXXXXXXXX’s Education, Health and Care Plan. The meeting will be held on XXXXXXXXXXXXX at 2pm at XXXXXXXX Academy.

The aim of the review meeting is to bring together different people’s views about XXXXXXXXX’s progress, to look at any changes in their needs in the past year, and to plan for the future.

It is important that XXXXXXXXXXX has a chance to give his own view of progress during the past year; discuss any difficulties, and talk about expectations for the future. We find this works best with parents/carers at the review to ensure he feels comfortable to speak to the other adults there.

It is vital that both the views of parents/carers and students are taken into account at annual review meetings. From September 2014 Parent/carers views are expressly requested within an Annual Review, as such, please complete the enclosed questions as your views are paramount and will be discussed within the meeting.

If you are unable to attend, please inform either XXXXXXXX or XXXXXX by calling (01482) XXXXXXX.

Yours sincerely,

Miss/Mr/Mrs. XXXXXXXXXX

SENCo

Copies to; Hull SEN Team – Brunswick House / Educational Psychology Service – Brunswick House

XXXXXXXX XXXXXX – Social Worker