**Sample letter or wording for an e-mail**

**Inviting a parent to an annual review meeting**

Date:

Dear

**RE: NAME’s Education, Health and Care Annual Review Meeting**

**(CYP’s NAME)** Annual Review meeting will be held on (date) at (time) at (location/via MS Teams/Via Zoom).

This is a chance for everyone working with NAME to celebrate the progress that they have made over the past year. It will also help us to decide if any changes to NAME’s Education, Health and Care (EHC) Plan might be needed. We will discuss and agree any recommended changes to the EHC Plan in the meeting.

Reports from the school and other relevant professionals will be sent to you at least two weeks before the meeting, so, you can have the chance to think about your views and feedback before the meeting.

Your contributions to this review are very important. You can send us your own reports if you would like to.

For more information about annual reviews, please click on the link below which will take you to a short e-learning module explaining the Annual Review Process: <https://councilfordisabledchildren.org.uk/information-advice-and-support-programme/useful-resources-publications-animations/what-annual-review>.

You don’t need to complete this, but it might help you to understand how the review process works and what to expect when we meet.

You are welcome to bring a friend or an advocate to the meeting. Newcastle Special Educational Needs and Disability Information, Advice and Support (SENDIAS) can also be contacted if you need advice and support – for more information visit: [Newcastle SENDIASS](https://www.newcastlesendiass.co.uk/).

The Annual Review process will involve sharing of information about your child between professionals who will support the Local Authority in deciding whether to amend the Education, Health and Care Plan. The Local Authority may therefore share information about your child with relevant professionals who have been involved with your child or who may be asked for advice as part of the Review process, and that these professionals may provide information to the Local Authority if requested to do so.

Please return the slip below to confirm you will attend. I look forward to hearing from you.

Yours sincerely

Headteacher/Principle/SEN Lead

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| This is my annual review reply slip for | Child name: |
| [ ]  We can attend the proposed annual review meeting [ ]  We cannot attend the proposed annual review meeting and would like a new date to be agreed |
| [ ]  My friend/relative/advocate will also be coming to the meeting. | Their name is: |
| [ ]  I would like my child to take part in all of the review meeting[ ]  I would like my child to take part in some of the review meeting[ ]  I would like my child to take part in none of the review meeting |
| Please provide details of any reports you are attaching for discussion at the annual review: |
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|  |
|  |
| Signature | Date |