**Suggested text for a letter to parents**

**Notification of an Annual Review**

Dear

You are invited to attend the Annual Review of (name of child)’s EHC plan/Statement.

The proposed date of the meeting is (date) at (time) at (location). Please let me know if you are able to attend at that time by completing and returning the slip below by (date). If this time isn’t convenient please contact us immediately so that we can arrange a suitable alternative.

It is important that we know how you think things are going for (name) and the progress that you think has been made towards meeting the outcomes in the EHC plan/Statement. Please complete and return the attached comment form by (date 3 weeks before meeting). We will circulate your comment form together with other reports so that everyone has a chance to read them before the meeting. We will invite the professionals that are working with (name) to the meeting or to submit a report if they are unable to attend, but please let us know if there is anyone else that you would like us to invite.

The meeting will focus on reviewing the progress that has been made and planning outcomes for the next year. Your views will be part of this. You might like someone to help you prepare for the meeting or put your views across. This could be someone that you already know or you could telephone the SENDIASS (formerly Parent Partnership Oxfordshire) helpline on 01865 810516.

Yours sincerely

Setting leader/manager/SENCo

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Please tick and return to

* I/we will be attending (name)’s annual review meeting on
* I/we attach our comment form
* I/we will send the comment form separately.
* Please invite ……………………………………………… to the meeting
* We will be bringing a supporter to the meeting

Name ………………………………………………………………………………………………..

Name of child………………………………………………………………………………………/