**Suggested text for a letter to young people**

**Notification of an Annual Review**

Dear

You are invited to attend the Annual Review of your Education Health and Care Plan.

The proposed date of the meeting is (date) at (time) at (location). Please let me know if you are able to come to the meeting by completing and returning the slip below by (date). If this time isn’t convenient please let me know immediately so that we can arrange a time that is. If you would like a member of your family to come to the meeting you may want to check the date with them too.

It is important that we know how you think things are going and the progress that you think has been made towards meeting the outcomes set last year. 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 any professionals that are working with you 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 a member of your family or someone that you already know, or you could telephone the SENDIASS (SEN and Disability Information, Advice and Support Service) helpline on 01865 810516.

Yours sincerely

Headteacher/SENCo/Principal

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Please tick and return to:

* I will be attending my annual review meeting on
* I attach my comment form
* I will send the comment form separately.
* Please invite……………………………………………………………to the meeting
* I will be bringing ………………………………………. to the meeting

Your name……………………………………………………...................................................