

Evergreen School



Annual Review: Parents Guide

Annual Reviews

Each year, your child's EHC plan should be reviewed as part of the Assess, Plan, Do, Review cycle. The review is to ensure that the plan is fit for purpose. As a result of the review, you may agree that the child no longer needs an EHC plan, that the plan should be updated, or that additional support is needed.

The annual review is an opportunity to get parents, carers and all professionals involved to discuss the past year and consider the year ahead. Your child will be told about the meeting and their views on the relevant areas will be sought and if appropriate they will be invited to attend the first part of the meeting. It's a chance for families to highlight what they believe is or isn't working well. And it is a time to ask any questions or ask for further support.

Who is involved?

- Parents/Carers and the child or young person.
- Class Teacher and senior teacher or senior leader.
- Relevant professionals who are actively involved with your child such as Educational Psychologist, Speech and Language Therapist, Occupational Therapist, etc
- The person leading the review is usually a senior teacher or senior leader, but in some circumstances an independent facilitator may be invited.

What the annual review will address?

- Views of pupil, parents and teacher
- Your child's progress towards the EHCP outcomes (Section E).
- Any changes to your child's outcomes and goals.
- Any provision changes needed to support your child (Section F).

What I need to do?

You will receive your annual review invite the term before the review is set to take place. You will also receive some important paperwork that we need you to return before the review.

1. Section A of my child's EHCP

You will receive a copy of Section A of your child's current EHCP; this is the 'All About Me' section. We ask parents to read this carefully, indicate any changes that are appropriate and return it to school. This will be submitted to SENDAR with the annual review paperwork.

2. Parental/ Family Feedback Form

You will receive a parental feedback form. It is important that you complete and return this form prior to the review. This gives you the chance to let us know what you feel is or isn't working well, what is important now and for the future, and if you have any questions you need us to answer.

Other important documents

Teachers Feedback (Teachers Report)

You will receive a report from the teacher prior to the review. The information in this report is taken directly from your child's current EHCP and highlights any recommended changes the teacher has identified. This report will be discussed during the annual review, at which point changes can still be made.

Reports from professionals

If your child has involvement from other agencies, such as Speech and Language or Physiotherapy, school will request a report prior to the review, they should share this report with you once it is written. These reports are submitted to SENDAR with the annual review paperwork.

Post 16

Post 16 reviews will focus on preparing for adulthood; including employment, independent living, participation in the community and planning for good health. Transition planning will include discussions regarding the young person's wishes, e.g. educational courses and career aspirations. This is also an opportunity to prepare to help young people move on from children to adult care and health services.

After the review

The school will submit all completed paperwork to SENDAR after the review. It is then up to the local authority to decide if they are going to implement the recommended changes or if the plan will be maintained as it is. If you have any questions relating to the outcome of the annual review you should contact SENDAR directly to discuss this.

The class teacher will plan and deliver the personalised education agreed at this meeting (outcomes & short steps for the child or young person) regardless of whether the EHCP is updated.