

2022-2023

Moorside Community Primary School
Head Teacher – S. Lawler-Smith



MOORSIDE COMMUNITY PRIMARY SCHOOL

Education Health and Care Plan (EHCP)

Annual Review Procedures

**Disclaimer: please note that some stipulations and legislative changes relating to Corona Virus are changing daily and some of this information may not always be applicable, but we will endeavour to update it as frequently as possible.*

(EHCP)

Annual Review Procedures

Moorside Community Primary School

Head Teacher: S. Lawler-Smith

Named personnel with designated responsibility

Designated SLT	Deputy designated SLT	Nominated Governor	Chair of Governors
S. Lawler-Smith	K. Bailey	Full Governing Board	S. Corlett

Version	Approved by	Date of approval	Key changes
September 2020	The Governing Board	3.09.2020	Updated Wording

Next Review Date	September 2022
Committee Responsible	Governing Board
Document locations	Shared Drive

Change History

Version	Date	Change Description	Stored
1	Sep 2020	C-19 stipulations added	
2	Sep 2021	Addition of Lauren Atherton	
3	Sep 2022	Personnel updates	
4			
5			
6			

Introduction

The purpose of this policy is to ensure that as staff at Moorside Community Primary School, we are understanding, prepared and supportive of pupils and parents during this unprecedented time. In line with changing Government advice and that provided by the Local Authority, we will endeavour to carry out routine practices as systematically and traditionally as the situation allows us to do so.

We recognise the need for structure, legislation and circumstances and hope to ensure that all parties are still able to contribute towards their child's Education Health and Care Plan (EHCP) as is in-line with existing and newly published guidelines where possible. In some instances, reasonable adjustments may be required. Although any changes to the usual practice will be discussed with parents until a commonality is agreed upon.

Annual Review Policy Aims

- To provide a clear overview for the annual review process using current guidelines and existing legislation to inform practices accordingly
- To ensure that all stakeholders are informed of the annual review and invited to contribute to the process (if they are able to do so)
- To ensure that all timescales are adhered to (where possible) and any paperwork relating to the review is completed to a high standard before submission to the Local Authority
- To ensure that the views of professionals, pupils and parents are gathered and submitted as part of the complete review process

In addition, we at Moorside Primary School will ensure that the following practices continue to take place when completing the annual reviews:

- Moorside Community Primary School will initially identify key staff, practitioners and family members who will be asked to contribute towards the review.
- The school's SENDCo will provide a clear framework and guidance for all staff, practitioners, and parents/carers, which explains how the information will be documented (this will be done through phone conversations, emails and video calls where appropriate).
- Only information noted under subheadings named on the review document will be used as discussion points during the meeting (see appendix 1).
- The school's SENDCo will make contact with parents/carers to discuss the most convenient method to hold the review e.g. Skype, Zoom or Phone. All parents/ carers will be informed of SIASS should they require any support in the process.

- Following this, a mutually convenient date and time for said review to take place will be agreed (ensuring that 6 weeks' notice is given to ensure all stakeholders have adequate time to contribute fully, where possible)
- A formal invitation letter will then be sent to parents/carers (appendix 2) confirming the agreed date and time.
- An invitation will be sent to all professionals involved (appendix 3) requesting them to provide an up-to-date report. It will be down to individual services to decide if they are able to provide an update for the review. If any reports are produced, they will be sent to parents and school respectively by the professional writing them.
- Child's views will continue to be sought by parents (appendix 4) using the paperwork provided by the Local Authority and the parent will be asked if their child wishes to share their opinions during the review should they wish to do so.
- The school's SENDCo will complete a working version of the review documents with the child's class teacher. This will then be sent to parents a minimum of two weeks before the EHCP Review so they are familiar with the content and can prepare any questions they wish to ask.
- Any existing reports (that the SENDCo is in receipt of) and the parent paperwork (appendix 5 and 6) will also be sent out a minimum of two weeks prior. These in conjunction with views gathered during the meeting, will also be recorded by school on the review document.
- The review meeting will take place in the preferred format as requested by the parents, the meeting will follow the format detailed in the agenda sent out prior to the meeting and all views shared will be documented (where appropriate) and developed collectively.
- The discussion will be based upon the time from the last review to date of the review meeting.
- The school's SENDCo will support pupils and/or staff before (where applicable), during, and after the review and together will aim to meet the future needs of the child.
- Once the review has taken place, the paperwork will be completed and then sent to the Local Authority within 10 working days. If parents/carers have not completed or returned the parents/carers documents by this time, then the EHCP Review file will be sent without them. However, they will be forwarded onto the Local Authority should they be sent retrospectively.

Guidelines for Staff

- Review paperwork will be prepared by SENDCo and completed in conjunction with class teacher. Staff will be provided with at least 2 weeks to complete their sections before the paperwork is due to be sent to parents/carers.
- This is a working document and will be edited before, during and after the review meeting.
- Where possible the child's views will also be sought by the school. This is done alongside those collected by parents (appendix 6) and the child will also be invited to contribute during the phone call if appropriate to do so.

Appendices

Appendix 1

Education Health and Care Plan Review Agenda

Academic Year 2022 - 2023

1. Introductions
2. Explanation/purpose of the meeting (to review previous targets and discuss progress made against them)
3. Great things that have happened since the last review/meeting
4. Pupil voice discussion or pupil can contribute if they are able to do so
5. Discuss around academic progress across key areas (flight path) – overview (more detail can be given if parents request it)
6. Discussion around the latest professional reports e.g., SALT/EP (these will be circulated prior to the meeting if school are in receipt of them)
7. Review of outcomes and targets (including working and not working and setting any new ones)
8. Parents overview
9. Action setting (if any actions are required e.g. ongoing referrals)
10. Any other business/Conclusion

N.B any other concerns not relating to the above agenda will be noted in the parent views document and submitted to the Local Authority for them to consider

Appendix 2

Initial invitation letter to parents

Address of recipient and date

Dear Sir/Madam,

I would like to invite you to contribute towards your child's EHCP review. We are currently living in unusual times and as a result, we have to adapt practices accordingly. It is vitally important that your views and opinions are gathered as they will help to ensure that the EHCP is relevant and encompasses all areas of their development.

Therefore, I would like to invite you to share your views during the review meeting which will take place on Your views will then be used to inform the EHCP review paperwork. As requested in the paperwork letter, you are required to also obtain your child's views and support them in writing this document, alongside your views and opinions. The purpose of an Annual Review is to discuss the previous year's achievements, ensure that we have a clear picture of the whole child and assess how effectively we as a setting are meeting their needs.

Usually in attendance at the meeting would be a team of professionals who are currently reviewing or working with your child (e.g. SALT, EP, Paeds or Social Workers), along with their current Teacher/Teaching Assistant. However, if they are unable to attend then their views and opinions will still be gathered (where possible) and noted on the review document prior to its submission as this will ensure that any changes in provision can still be documented as previously done and the Local Authority will then amend the plan accordingly.

Please could you acknowledge receipt of this folder and endeavour to return all documents at the earliest convenient time.

Kind regards,

Mrs K Bailey

SENDCo

Appendix 3

Invitation letter to practitioners and/or stakeholders

Date

Dear colleagues,

As a professional working with xxxxx I would like to invite you to contribute towards the EHCP review meeting, which will be held on

To help ensure that their targets are reviewed effectively and in-line with current guidelines, we require an up-to-date overview and/or report detailing such.

An invitation letter to parents will be sent separately, along with a request asking for them to complete the parent views and child views documents. In addition, I have also re-sent the most recent professional reports to ensure that parents are in receipt of the most up to date information relating to their child. Copies of any previous reports can also be sent to professionals upon request.

Can I therefore please ask that any outstanding reports relating to xxxx be completed and/or updated as soon as possible and returned to school and/or parents where appropriate. We acknowledge that some professional reports are not possible to update currently, but request that a summary be completed based on retrospective observations and/or discussions where applicable.

If a professional for any reason cannot contribute towards the review, please can this be acknowledged in writing and parents will be informed accordingly.

Kind regards,

Mrs K Bailey

SENDCo

Appendix 4

Parent Pupil Views

Getting ready for your Annual Review (3 – 10 years)

Pupil Views




Name	
Age	
School	

Getting to know you – Your life at home

Top 3 things you like doing at home

	1.	
	2.	
	3.	

Top 3 things you dislike doing at home

	1.	
	2.	
	3.	

What you like doing in your spare time? Think about your hobbies, days out you enjoy, activities you like doing, who you like to spend time with



Who are the important people in your life?



Getting to know you – your life at School

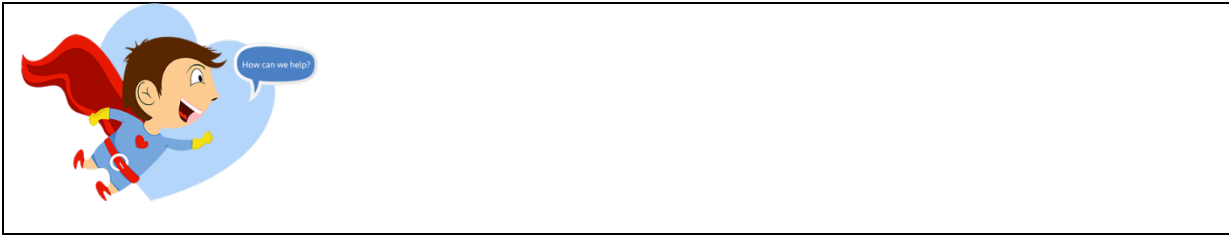
Top 3 things you like doing at school

	1.	
	2.	
	3.	

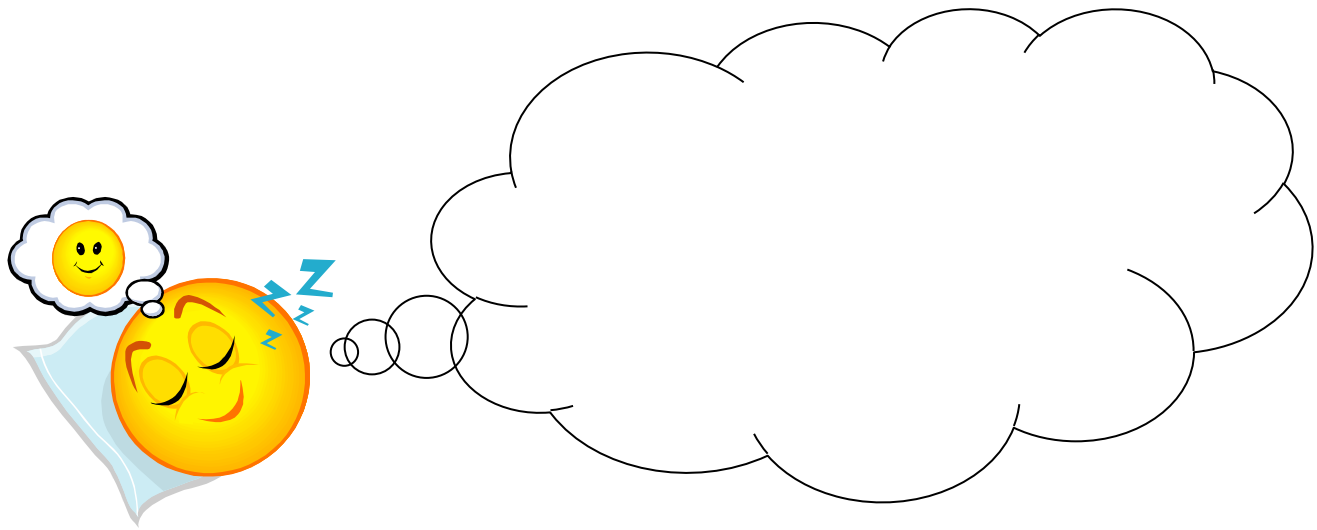
Top 3 things you dislike doing at school

	1.	
	2.	
	3.	

Is there anything we can do to help you more?



Getting to know you – your life in the future What would you like to achieve in the future? e.g., learn to ride a bike, join a group or to make new friends



Appendix 5

Paperwork request letter for parents

For academic year 2022 - 2023

Dear Parents and/or Guardian,

In preparation for the EHCP Review meeting please could you complete the attached forms and then return them as soon as possible.

1. Parent child views
2. Parent views

If you require any support in completing the documents this can be done together in school by contacting Kim.Bailey@Moorsideprimary.net, should you wish to receive independent support you can contact Salford Independent Advice and Support Service (SIASS) who can be contacted via the [online referral form](#) or email siass@salford.gov.uk.

The paperwork is an opportunity for you to share your views and raise any concerns you may have with your child's current provision and/or targets and will also help to inform both the review meeting and the working document completed by the school. This document will be then shared during the review meeting itself (or if a face-to-face meeting is not possible, then a copy will be sent to all parties prior to the meeting taking place).

Kind regards,

Mrs K Bailey

SENDCo

Appendix 6

Parent Views

Salford City Council

Getting Ready for your Annual Review (3 - 10 years) - Parental Views

Name of young person:

Age:

School:

What is this form about?

As you will know your child has an Education Health and Care Plan which outlines their strengths and areas of need and also explains the provision they need to support them.

In accordance with the Special Educational Needs Code of Practice the EHCP needs to be formally reviewed every year. This form helps us gather your views and find out what is important to you in relation to your child's needs. Your child will be supported at school to complete a similar form based on their views.

Please either return this form to the school before the review or bring it with you to the meeting.

If necessary, please continue on additional sheets and enclose them with the completed form. Alternatively, you may prefer to complete the form online (see letter for details). If you have any questions, please write these on an additional sheet.

What you like and admire about your child

Great things that have happened, since the last review

What's working	What's not working
School:	School:
Home:	Home:
Health:	Health:
Social opportunities/Social care:	Social opportunities/Social care:

Are there any new outcomes and/or targets you would like to set?	
Progress and Placement	
Are you happy with your child's progress?	Yes No <input type="checkbox"/> <input type="checkbox"/>
Are there any other comments you would like to make?	
Are you happy with your child's placement?	Yes No
If your child is in year 5 have you started thinking about high school placement?	Yes No <input type="checkbox"/> <input type="checkbox"/>

External Support Agencies

<https://directory.salford.gov.uk/kb5/salford/directory/localoffer.page?localofferchannel=0>

<https://www.salford.gov.uk/>

<https://www.salford.gov.uk/schools-and-learning/info-for-parents-students-and-teachers/special-educational-needs/salford-information-advice-and-support-services-siass/>

Policy written and updated

By Mrs K. Bailey

SENDCo

To be reviewed September 2023

(Unless guidance changes within this period)