**Annual Review Agenda**

**Child’s name**…………………………………………………**D.O.B**………………………

**Date of meeting**…………………………………

**Time**……………………………………………....

**Venue**……………………………………………

**Confirmed attendees**:

**Apologies:**

*N.B. Ensure each attendee has copies of all the reports and give time at the beginning of the meeting for them to be read, if they have only just been provided*

*Offer drinks to all attendees*

* **Welcome and apologies**
* **Introductions**
* **Aims for the meeting** 
  + *every one to have the opportunity to briefly discuss the child’s progress*
  + *parents to have the opportunity to discuss their views and ask questions*
  + *opportunity for all to discuss things that have gone well and not so well*
  + *to record any changes that need to be made to the Plan*
* **Setting/School report**
* **Professional reports**
* **Parental feedback and questions**
* **Summary**
  + Successes and things that have gone well
  + Areas for development
* **Review of Plan and recommended changes**
* **Transition plans** *(if appropriate)*
* **Home to school travel** *(if appropriate)*
* **AOB/Additional comments**
* **Summary of agreed actions – who and what**
* **Date of next review**