<Name of Pre-school>

<Address of Pre-school>

<Telephone no.>

Dear

**Re: Six Monthly Review Meeting**

Every 6 months we meet to talk about ………………’s educational needs.

We are planning to meet at …………..………..on ……….………… at …….……... If this is not a convenient date for you please contact me as soon as possible.

Prior to the meeting it would be good for us to consider XXX’s views and your views and aspirations. We will update the included ‘All About Me’ paperwork. At the review meeting there will be opportunity to discuss any additional information from the invited professionals, which would be beneficial to include in the All About Me section of the Education, Health & Care Plan

I hope that you will be able to attend this review meeting, as it is very important for us to be able to share our views in order to ensure that we are meeting ………………’s needs, and to help us to make future plans.

You are welcome to bring a friend, relative, adviser or an Independent Parent Supporter. Please let me know before the meeting if you wish to do so, to help with the planning.

I look forward to meeting with you prior to the review so we can update the All About Me section of the Plan

Yours sincerely,

Head of setting

**PARENT’S REPORT FOR ANNUAL REVIEW**

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| --- | --- | --- |
| CHILD’S NAME:  | D.O.B:       | REVIEW DATE:       |

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| --- |
| **What is important to you?****What’s working well?****What’s not working as well?** **What else do you think that we need to do to consider both needs and outcomes for your son/daughter in the next year?****What we want in the future for our son/daugther**Continue overleaf if necessary |

Parent/Guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_