<Name of Pre-school>

<Address of Pre-school>

<Telephone no.>

Dear ***XXX***

You are invited to attend the six monthly review for ***XXX***. At this review we will be reviewing the progress ***XXX*** has made towards the outcomes in the Education, Health & Care Plan. I would be grateful if you would give some thought to the outcomes you are aiming for in relation to ***XXX*** for the next year.

Please give consideration to this paperwork prior to the meeting and prepare your professional input, in order to consider ***XXX***’s present and future educational, health and care needs. Please forward any other professional advice and send copies to me by ***DATE*** at the latest, so that it can be circulated to other professionals and parents prior to the meeting.

The review meeting will take place at ***VENUE*** on ***DATE & TIME***. Please confirm your attendance and feel free to contact me on the above number should you have any queries. I look forward to hearing from you.

Prior to the meeting ***XXX***’s parents and I will be considering ***XXX***’s views and their views and aspirations. We will update the ‘All About Me’ paperwork. At the meeting there will be opportunity to discuss any additional information which would be beneficial to include in the All About Me section of the Education, Health & Care Plan.

Kind Regards