

The Parent Partnership Service exists to provide parents of children with Special Educational Needs impartial advice and support.

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Parent Partnership Officer

 **The Parent Partnership Service**
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Other information available from Parent Partnership:

The SEN Code of Practice
Sources of Information
Dictionary of Terms
Choosing a Primary School
Choosing a Secondary School
Helping Your Child to Learn
School Action & School Action +
Exams and Tests
Statutory Assessment & Statements of SEN
Your Child's Contribution
Your Right of Appeal

This information is available in large print and in other languages, upon request.



Meetings & Reviews



What is an Annual Review?

The law requires that all Statements of SEN be reviewed every 12 months. This is usually done around the anniversary date of when the **Statement** was first issued.

The purpose of the review is:

- ◇ To bring together the views of everyone involved in helping your child.
- ◇ To ensure that the aims that have been set are being achieved.
- ◇ To set targets for next year.

The Annual Review cannot necessarily make changes to the support your child is receiving, but it can recommend them. A report will be sent to the Local Authority (LA) and they will make any necessary changes.

Who might attend?

Parents, teachers, the LA, the Educational Psychologist, Social Services, therapists such as Speech & Language, Physiotherapy and Occupational Therapy, Connexions Transition workers.

Not all of these people will come to every review.

The next step

Very rarely it is not possible to sort things out in a meeting.

A good next step is to put your feelings in writing to the school, stating the problems you have.

If you still feel you have not received a satisfactory response, you can write again, this time to the Chair of Governors.

Very occasionally it may become necessary to approach a **mediation service**.

A mediator is specially trained to deal with disagreements, and will seek to find a solution that pleases both parties.

The Parent Partnership can make a referral for you.

Talking about difficult matters

Sometimes there may be difficult matters that you need to speak to the school about.

It might be something you're worried about, or something that you feel unhappy about.

A good way to approach these difficult subjects is by using a **Positive-Negative-Positive** approach.

Start by opening with a positive statement.

For example, "Thank you for all your hard work this year," or, "Tom really enjoyed the school trip last week."

Then move on to your concern.

For example, "I have noticed that... and I wonder if we could tackle this by..."

End with another positive statement.

For example, "Thank you very much for your time."

What happens?

Before the meeting the Head Teacher must ask for your views, the views of your child, your child's teachers and anyone else involved with your child.

The school must also think about how they are going to include your child's views at the Review.

Two weeks before the Annual Review, the school must circulate all the written views to everyone who has been invited to attend, so that you have some time to read them before the meeting.

The Review will most probably be held at the school. Everyone present, including you, will have an opportunity to say what they feel is going well and what is not going so well.

After the Review, the school will send the final Annual Review report to everyone who was Invited and to the Local Authority.

Keep this safe for future reference.

Your views

Try and include some comments about:

- ◇ What has pleased you over the last year
- ◇ Your views on this year's progress, including:
 - Achievements and skills
 - Attitude to learning
 - Behaviour and relationships
 - Motivation
 - Co-operation at home
- ◇ What continues to cause you concern
- ◇ Any significant events that may have affected your child's progress.
- ◇ What you would like to see achieved in the next year

If you would like any help with your report, please contact the Parent Partnership Service

Your child's views are really important.

The Parent Partnership can advise you on ways your child can be involved and be heard.

Other meetings

There are lots of reasons you might have a meeting at school.

These points might help you prepare so the meeting is productive and everyone feels listened to and understood.

- ◇ Remember the school are on your side. They want the best for your child too.
- ◇ Write a list of all the points you want to make, so you do not forget anything that is important to you.
- ◇ Make sure you know where and when the meeting will take place and leave enough time to get there.
- ◇ Ask the school who else will be attending the meeting.
- ◇ Bring someone for moral support. This might be your partner, a friend or the Parent Partnership Service.
- ◇ Take notes, or ask someone else to do this for you.