

You are invited to attend the annual review of your progress

I'm responsible for looking after your education, health, and care (EHC) plan. I've asked your school to share this letter with you as they are getting ready to review the progress you are making against this plan.

An EHCP has to be reviewed at least every 12 months and you should be given two weeks' notice of the review date. The meeting will be held at the school/college. However, as a child or young person, we understand that you might not know exactly what this meeting is for, who is going to be there or what it even means for you.

Amy, a member of Council for Disabled Children's youth advisory group FLARE, has created a great resource to support children and young people who have an Education, Health and Care plan (EHCP).

Amy has made a leaflet that will help you understand this meeting, what you should do, how you could prepare and where you can find free independent advice and support about it. It's important that you understand what these meetings are and how to prepare for them so you can get your thoughts and experiences across. Amy has shared some suggestions on how you can prepare to share their views for their annual review meeting.

This resource will support you to prepare for the meeting and what to bear in mind during it. It's vital that your views and ambitions are shared in the way you want them to be, so use this resource if you need some help organising all your thoughts or if you don't really understand what the meeting is for.

I have included a copy of the leaflet with this letter

People at the meeting will include your family, teacher(s) and other adults who know you. I will only attend if I'm specifically asked to by your school or parents.

You may want to bring a friend, adviser, relative, or an independent supporter to the review meeting.

At the meeting we will write about and talk about:

- What you like or admire about you
- What is important for you and your future
- What is working and what is not working for you
- Your support – what is in place and what needs to be put in place

Derby Special Educational Needs and Disability Information, Advice and Support (SENDIAS) can also be contacted if you need advice and support – for more information visit

<https://derbysendias.org.uk/contact/>

I look forward to hearing about how things are going, and what else we need to support with

Your EHCP Officer at Derby City Council



Derby City Council

How to share your views for your annual review

If you have an Education, Health and Care plan (sometimes called an EHCP) then once a year the Local Authority will hold an annual review of your support.

The people who should be invited to your annual review include:

- You
- Your parents or guardians
- Your head teacher
- Your SENCo
- People from the Local Authority
- Any professionals who work with you



You should be asked to give your views for your annual review. You may want to attend your annual review meeting, or you can note down your thoughts for someone to share for you.

Here are some **top tips** for sharing your views for your annual review



Perhaps you could:

- Write a list of what you like and dislike about your support
- Draw some pictures to show how you are feeling
- Create a collage from photos and magazine pictures
- Make a short vlog sharing your thoughts
- Speak to an adult you trust who can share your experiences at the meeting
- You can also use the Thoughts Template in this booklet



DO remember that you can give your views in any way that you feel comfortable.

DO remember that these are YOUR views, everyone else will get a chance to share their views as well.

DO remember that you can ask someone to help you write your views.

DO share anything that is going well.

DO share anything that is not going well.

DO share any goals and ambitions you have for the future.



DON'T let anyone stop you from sharing your views, you have a right to be involved in your annual review.

If you would like some free independent advice and support you can contact your local Information, Advice and Support service.

You can find your local service here:

<https://cyp.iassnetwork.org.uk/in-your-area/>

Follow this link to find out what Information, Advice and Support services do:

<https://cyp.iassnetwork.org.uk/>

This booklet has been written by Amy, a member of the FLARE advisory group. Amy wanted to create something helpful for herself and other young people to prepare for their review meetings.



Thoughts template

What is going well at school?



What is not going well at school?

What would be useful to have at school that you don't have now? _____

What are your goals/ambitions for the next 5 years?
