Our Ref:

DATE:

Student: <forname> <Surname> Year:<Year group>

Dear <Parent> and <Pupil>

Annual Review Meeting

<Name> <Dob>

I am writing with regards to <name>’s Annual Review Meeting which will be held <location> on <date> at <time>. I am forwarding you the documentation which has been compiled to enable you to familiarise yourself with the documentation and be prepared for the meeting.

The following documents are enclosed:

* <name>’s EHCP
* Attendance Record
* Behaviour Record
* <name>’s Views
* (Include latest academic report)
* (Include parents views, if returned)
* (any reports from other professionals)

I have also included a copy of the annual review documentation, which I have prepopulated with some of the basic information. This will provide us with a structure for our meeting. <You will also find enclosed a copy of our parental feedback form; it would be greatly appreciated if you could complete this and bring it with you to the meeting so that I can ensure your views are included clearly.>

Should you require any support with any of this information, then you can either contact myself in school on the telephone number below or for a quicker response via email on <Email>

I shall look forward to meeting you at the annual review meeting on <date> at <time>.

Yours sincerely

Name

SENDCo