

**MODEL LETTER: INVITATION TO PARENT TO ATTEND THE ANNUAL REVIEW MEETING (UP TO AND INCLUDING YEAR 8)**

Dear

**Re: Annual Review Meeting**

Each year we meet to talk about (*name of child's*) special educational needs.

This year we are planning to meet at (*the school / setting*) on (*date*) at (*time*).  
If this is not a convenient date for you please contact me as soon as possible.

Your views are central and it is very helpful to have these in writing. I have, therefore, enclosed some questions you might like to consider. You may complete this form, or send your views in your own words; either way **please let me have them by (*date*)**. If you would like any help to do this, please contact me, or your Local Authority, or Parent Partnership Service.

Your views will then be copied and sent to everyone invited to (*name of child's*) review meeting. You will be sent copies of other people's views to read before the meeting. This will be done at least two weeks beforehand, as required by the Special Educational Needs Regulations.

I hope that you will be able to attend this meeting, as it is very important for us to be able to share our views to ensure that we are meeting (*name of child's*) needs, and to help us to make plans for *his/her* future. Your Local Authority has also been invited to send a representative. Even if you are unable to attend, your written comments will be most helpful in making sure that we take full account of your views and any issues that concern you.

You are welcome to bring a friend, relative, adviser or 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 receiving your written comments by (*date*) and seeing you on (*date*).

Yours sincerely,

Head teacher