

MODEL LETTER: INVITATION TO PARENT TO ATTEND THE ANNUAL REVIEW MEETING (YEAR 9 AND ABOVE)

Dear

Re: Annual Review Meeting

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

As (*name of child*) is now in Year 9(10/11/12/13) we will be looking ahead to plan for *his/her* future education and progression into adult life. You may like to think about your hopes for (*name of child's*) future and how you can help *him/her* prepare for adulthood. A member of the Connexions Service will also attend this meeting; they will be able to explain some of the options that could be considered for (*name of child*) during (*his/her*) last years at school and beyond. Your Local Authority has also been invited to send a representative.

Your views are central and I have enclosed a form for you to complete and **return by (*date*)**. If you would like any help in completing the form, 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. 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 completed comments' form by (*date*) and seeing you on (*date*).

Yours sincerely,

Head teacher