

22.11.2023

Dear Parents/Carers,

I hope this finds all of you well. I am writing in regards to your child's EHCP and the annual review process. Below you will find information regarding Annual Review meetings and reporting on EHCPs.

EHCP Annual Reviews:

- We are busy preparing the Annual Review schedule for the academic year. You will be notified of your annual review date in the near future.
- We are happy to have you attend in person for the Annual Review. However, if due to work commitments or distance we are also happy to have meetings virtually. You may choose what is most convenient for you.
- I am attaching information that the Local Authority has published in regards to what to expect at the annual review.
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In attendance:

For those of you that are new to Annual Reviews at Westfield, it may look different from in your last setting. In attendance will be:

- the parents
- A family member/friend or support, if you so wish.
- A social worker if they are already attached to the child.
- A member of Westfield's Senior Leadership Team.
- (for Year 6 children about to transfer to Secondary School, a member of the receiving school will be invited) as part of the handover process

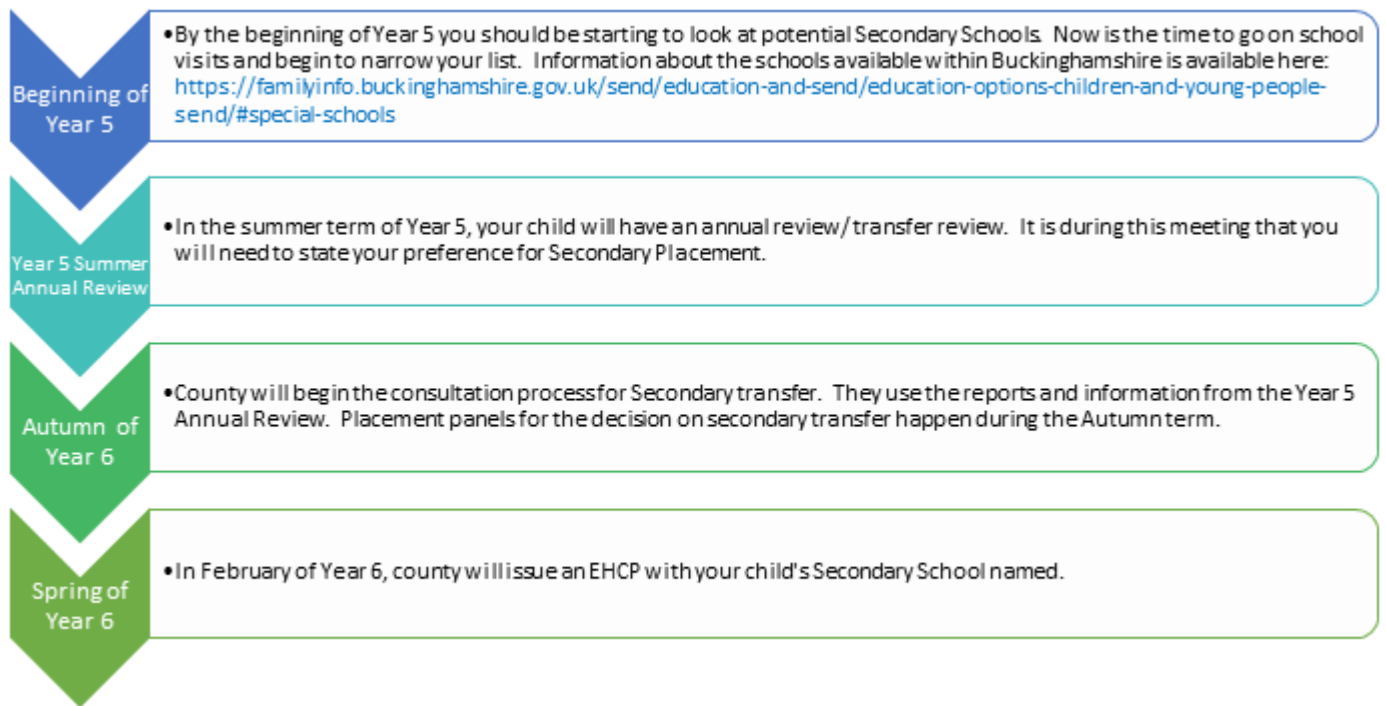
I know that for some of you who have just gone through the process of getting your child an EHCP or due to a change of placement, Annual Reviews may have had many professionals or representatives in attendance. Now that your child is in a specialist setting, we rarely have a large group attend. You will have one of the Assistant Headteachers in attendance as the representative of Westfield to discuss the professionals' reports, discuss progress, and make any recommendations.

Assess-Plan-Do-Review (APDRs):

- If you are new to the school, our staff set short-term targets against each of the EHCP objectives; the targets will be written by a multi-disciplinary team i.e. Teachers, Senior Leadership, Speech and Language, and Occupational Therapy as relevant to the specific objective.
- The short-term targets are linked to each of the long-term EHCP outcomes (e.g. E1, E2, E3, etc.). Accompanying the target is the provision, whether it is universal provision, or additional targeted provision. Please remember that the 'universal provision' within a special school is equivalent or higher to the 'specialist provision' at a mainstream school.
- The staff continually review the progress for the targets, and new targets are set as needed. In the autumn term, we will send you your child's APDR for this year's targets. We will send you updated targets, if appropriate, and progress comments in the spring term, and again at the end of the year.

- Apple Tree base are trialling a new format for APDRs this term. The targets are grouped according to the area of development. We are hoping this will make it clearer what area we are targeting. If an EHCP outcome is not being covered by the targets at this time, it will be covered later in the year. Pear and Cherry will have their APDRs on the new format later in the school year.
- Please remember that the children have finite capacity for targeted interventions. The targets we have chosen are what have been prioritised for this term.
- Please let us know if you have any questions, we are happy to help and provide more information if required.

Year 5 parents regarding Secondary School transfer:



24th of January, 2024 1:15 pm: There will be a TEAMS session for Year 5 parents regarding transition to secondary school. This is open to all Year 5 parents and we encourage you to attend to have all of your questions answered.

Year 6 parents:

- The Local Authority have stated that they will have the EHCP from the Year 5 Annual Review/Transfer review amended and finalised, with secondary school named, in the February of the child's Year 6.

Please do let me know if you have any questions.

Yours sincerely,

M. Dodge

Michelle Dodge
Senior Assistant Headteacher

