

Head Teacher: Elizabeth Hopewell

Causeway Green Road, Oldbury, West
Midlands B68 8LD

Telephone: 0121 569 7040
Medical Office: 0121 552 6185
Multi Agency: 0121 569 7055

E-mail: info@orchard.sandwell.sch.uk

Web: www.orchard.sandwell.sch.uk



Date: 11th September 2024

Re: Annual Review of Education Health and Care Plan

Dear Parent/Carer

Each school year we hold an important meeting to review your child's progress in their Education Health and Care Plan (EHCP) to identify their next steps for the coming year.

From September 2024, we will be implementing new procedures for EHCP reviews. As a result, rescheduling or cancelling the meeting will be extremely difficult due to the number of students we need to see within a short period during the academic year. **Therefore, we can only change EHCP review appointments under extreme or unavoidable circumstances. If such a situation arises, please contact the school office immediately to arrange a new date, as alternative dates will be limited.**

Nobody knows their child better than their parents, which is why your presence at this meeting is highly valued and important. It provides an opportunity for you to share your views on your child's progress and allows school and home to create next steps collaboratively, working together to support your child in all areas of their life and in all areas of their development. To help support parents with attending EHCP review meetings or sharing EHCP progress and next steps, we are now offering several ways in which this meeting can take place.

Face to face meetings held at The Orchard School.

All professionals supporting your child will be invited into school where parents can hold face to face conversations regarding their child's progress and next steps towards EHCP outcomes.

Virtual meeting, held via Teams.

All professionals along-side parents will be invited to an on-line Teams meeting where conversations regarding their child's progress and next steps will be discussed.

Telephone meeting.

This meeting will be held with a conversation over the telephone, where progress towards pupil's EHCP outcomes and next steps will be discussed. Professions will be invited into school and the meeting will take place confidentially over speaker phone in a school office. Paperwork will be sent home prior to the meeting, giving parents access to the written documentation being discussed. It is essential that all paperwork is returned to



school and you sign the consent form returning this to school within seven days of the date you received the paperwork.

No meeting.

If you would prefer not to attend a meeting, school can organise for your child's EHCP review paperwork to be sent home, where you can look through the documents and next steps. After looking at the documents if you would like to ask any questions or would like to have anything clarified, you can request a call back from your child's teacher, who will be happy to assist in any way they can. It is essential that all paperwork is returned to school and you sign the consent form returning this within seven days of the date you received the paperwork.

We hope offering the above options will help support our families with attending their child's EHCP review, although a face-to-face meeting would always be the most preferable and beneficial option to support your child and engage in conversation regarding their progress and next steps.

If you would like any further information regarding the EHCP review process, please do not hesitate to contact us. We look forward to working with you to support your child over the upcoming year.

Kind Regards

Mrs Charlene Degg
EHCP Co-Ordinator.

