



*'Unique learners.  
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18th October 2024

Our ref: RB/KW/024/KB

Dear Parent/Carer

**Re: Changes to the annual review process**

Following the October half term, there will be a few changes to the EHCP annual review process and how meetings will take place. As your child's class teacher is the person who knows your child best in school, they will be leading annual review meetings when we return after the half term break. Alison Redfern (SENCO) will continue to support teachers as we implement this new approach.

**Invitations to an annual review meeting**

You will receive an invitation to your child's annual review meeting via email through the MCAS app. This email will contain a link which will take you to a Microsoft online form. This online form will ask you to choose how you want the meeting to take place and there are three options - face-to-face, via TEAMS or by telephone. **It is important that you do this as soon as you receive the meeting invitation.**

Once you have completed and submitted the form, we can arrange the meeting as per your request.

**Electronic Annual review documents**

Any annual review documents for pupils living in Lincolnshire and Nottinghamshire are now electronic and accessed via the hub for each authority (Nottinghamshire [EHC Hub](#)/ Lincolnshire [EHC Hub](#)). If you live outside of Lincolnshire or Nottinghamshire, annual review documentation will be sent to you via email.

Annual review documentation (e.g. teacher review of outcomes, suggested amendments to the EHCP) will be made available to parents/carers two weeks prior to the annual review meeting. During this two week period, we kindly ask that you prepare for the meeting by sharing your own views and suggested amendments to the EHCP and outcomes **before the meeting takes place**. For Lincolnshire and Nottinghamshire families, this can be done directly on the hub. For those who live in neighbouring authorities, the same will be needed but there will be a slightly different way of providing the information specified by the relevant authority. It is important that all parties come to the annual review meeting having prepared beforehand, so that time is not wasted doing these tasks during the meeting.

***IF YOU REQUIRE ANY LETTERS TRANSLATING, PLEASE CONTACT THE SCHOOL***

Ambergate Campus, Dysart Road, Grantham, NG31 7LP. Tel: 01476 564957 Sandon Campus, Sandon Close, Grantham, NG31 9AX. Tel: 01476 564994

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### Parental participation and length of review meetings

We have over 260 annual review meetings to schedule across the school year which is a hugely complicated task. Whilst we understand that sometimes things crop up, it is very difficult for us to reschedule meetings due to the very tight schedule we must have in place to ensure that statutory EHCP timescales are met. **We will only reschedule a review meeting once, and unless there are exceptional circumstances, this must be agreed with the school in advance.** If a parent or carer does not show at the first meeting or attend their re-scheduled review meeting, the annual review will go ahead without the parent present. Please also note that we are limiting the time of each annual review meeting to 45 minutes due to the number of annual reviews we have to schedule each school day.

If you have any questions about annual reviews or any problems accessing the hub or online form, please contact the school. We are always happy to help.

Thank you for your support and cooperation with this.

Yours sincerely

Mrs. Rachael Bennett Deputy Headteacher (Ambergate Campus)

Ms Kate White Deputy Headteacher (Sandon Campus)

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