

Translations of this **Annual Review Meeting** leaflet are available in Polish, Farsi, Kurdish, Urdu, French and Tigrinya. If you need this booklet translated into another language, please complete and return the form below. *Tick box for language required.*

- Polish**
Jeśli potrzebujesz polskiego tłumaczenia tej broszury, wypelnij i odeślij poniższy formularz.
- Farsi**
اگر این اطلاعات را به زبانی دیگر و یا در فرمتی دیگر میخواهید لطفا از ما درخواست کنید
- Kurdish**
ئەگەر دەتەوێت ئەم نامەڵکەمە بۆ کوردی تەرجومە بکەیت، ئەوا تکایە ئەم فۆرمەى خوارمە پرێکەرمە و بێنێزمە.
- French**
S'il faut vous traduire ce livret en français, veuillez remplir le formulaire cidessous et nous le renvoyer.
- Urdu**
اگر آپ کو اس کتابچے کا ترجمہ اردو زبان میں چاہیے تو ہرمانی کر کے نیچے دئے گئے فارم کو پُر کر کے بھیج دیں
- Tigrinya**
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Please indicate if you would like a copy of this in another language (not listed above) or any of the following formats and send to the freepost address below or telephone 01924 306225:

- Large print On audio tape In Braille

Another language, Please state:

Name

Address

.....

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Please return this form to:
FREEPOST WF458, Communication & Information Team
Room 217, County Hall, Wakefield WF1 2QL



Bring any relevant paperwork to the meeting and try to arrive early. This gives you the chance to meet the school staff and other professionals, and feel more at ease when the meeting actually starts. If you are given any reports at the beginning of the meeting, you should be given time to read through them. Ask for extra time if you need it.

It is important that your child's views are considered at the meeting. They can attend the meeting if you feel it is appropriate. Alternatively, school staff can help them prepare a report, which can be presented at the meeting.

For further information, or to ask about anything you have read in this leaflet, please contact:
Wakefield District Parent Partnership Service, County Hall, Wakefield WF1 2QW
Tel: 0800 587 8042
Email: parentpartnership@wakefield.gov.uk
Visit: www.wakefieldparentpartnership.org.uk
Text: 07624 809247

Annual Review Meeting

Wakefield District Parent Partnership Service



Annual Review Meeting

The Annual Review meeting is very important. It is a chance to reflect on the progress your child has made, to celebrate those areas of learning that have seen greatest success, and to decide if the statement still meets your child's needs.

It is also an opportunity to see where support needs to be focussed in the coming year.

The meeting considers:

- any new evidence about your child
- any new targets that are needed to meet the objectives on the statement
- whether any changes are needed to the provision or support
- any other amendments to the statement that are needed.

The professionals involved should either attend the meeting or send in reports giving their opinions on the progress your child has made.

Although the meeting cannot make any changes to the statement, any recommendations made will be passed to the Special Educational Needs (SEN) officers, who will then review your child's statement and make any necessary amendments.

During the meeting you will be asked to give your opinion on how well your child is doing. You will also be able to ask questions or have things explained if you don't understand them.

Preparing for the Meeting

Two weeks before the meeting is due to take place, the Headteacher or the school's special educational needs coordinator should write to you and inform you of the date of the meeting.

Along with the letter, you should be sent copies of any reports to be considered at the meeting, so you can read them and prepare any questions. You will also be sent a form to fill in. This form lets you give your opinion on the progress your child is making.

If you have a copy of your child's statement, you should read through it very carefully and make a note of any changes you think should be made.

This will ensure that the statement gives an accurate and up to date picture of your child's needs.

Read any new reports, compare them with previous reports and write down any questions that you wish to ask.