



The Forest School
Every Child, Every Chance



29 September 2022

Dear Parents and Carers,

EHCP Annual Review Meetings

All of our children have an annual review meeting each year so that we can make sure that we have an up to date Education, Health, Care Plan (EHCP) which reflects their changing needs as they grow and develop.

You perhaps will not realise that behind the scenes an awful lot of organisation goes into this process and the reviews are arranged sometimes up to 10 months before the meeting. This allows various professionals to adjust their diaries to enable them to attend. It also allows time for school to ensure a room is available as well as relevant staff, a member of the senior leadership team and a member of the admin team.

Because of this, it is difficult to rearrange the meeting and so unfortunately, only in very rare circumstances will we be able to do this.

The date for your child's EHCP review has already been set, and will take place in school. We will send out invitations and then a text reminder will be sent nearer the time, but if you would like to know the date sooner, please contact us here at school and we will be happy to help you.

Yours sincerely,

Lisa Frankland
Interim Co-Headteacher