



Annual Review Agenda (example)

An Annual Review of the EHCP may include:

- Welcome, introductions and ground rules
- What do we like and admire about the child?
- The child's contribution
- Contributions from adults
- What is important to the child?
- What is important for the child?
- What help and support does the child need?
- Progress on actions and targets from the last meeting
- What is working well/what is not working well?
- Action plan
- Conclusion and summary

Research on PCP has shown that:

- children show increased motivation and self-confidence
- children take more responsibility for their learning and progress and show greater maturity
- there are improved relationships between children, families and professionals
- professionals and families develop a shared understanding of the child, how they should be supported and what the outcomes should be.

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Person Centred Planning (PCP) and Annual Reviews

PCP should enable children and their parents to express their views, wishes and feelings and make sure that they are a part of the decision-making processes

Principles and Aims

Annual Reviews of EHCPs

The principles of PCP are that:

- children should be listened to and their views and feelings taken into account
- children and their families have a right to be consulted about the services they receive
- all children have a right to participate actively and equally in school life
- children and their families should be valued partners
- adults can empower children to promote their independence

The aims of PCP are to:

- bring people together to celebrate successes and make meaningful plans and outcomes
- help children learn how to express their views, choose, listen and compromise
- help children feel a sense of belonging and show children that they are valued and cared for
- help adults understand the impact they are having on children
- address difficulties with honesty and care

Before the Annual Review

Adults in school can help prepare the child by:

- explaining what to expect in the meeting and who will be there
- helping the child to prepare something to contribute to the meeting (e.g. photos, picture collage)
- helping the child prepare the room, activities and refreshments
- supporting the child or young person to plan what they want to say in the meeting

Parents Role

The parents' role is crucial to support and advocate for their child

They will need to understand what to expect in the meeting, what the agenda will be and how it will run

They need to be asked for their contribution or to share it at the meeting

They need to read any reports and paperwork before the meeting and come along with any queries or comments

At the Annual Review Meeting:

If they are attending, the child or young person will be in the room first and they will welcome others when they arrive

The child may have chosen some activities or refreshments to share

The child may have invited a friend to support and help them

The child's contribution

An adult in school needs to have supported the child to prepare their contribution to include:

- What I like about myself
- What I am good at
- What things I like doing at home and school
- What I have done well since the last meeting
- What things do I find difficult and need help with
- What I want to get better at
- What are the things and who are the people that help me