

Annual Reviews

- Parent Carer Involvement



Please note: 'child' = 'child or young person'

As part of an Annual Review, parent carers and their child must be invited to contribute their views, comments and concerns. These views are crucial to the process. The child will often complete their own form, with help from a trusted member of staff or person. The form will have headings like those below. Under each heading we have given some ideas about what you could include.

PARENTAL CONTRIBUTION FORM

1. What are your aspirations, hopes and dreams for your child for the coming year, and beyond?

This section relates to what you want, hope and dream for your child now, in the short term and into the future.

You do not need to limit these to school - they could also relate to

- home, friendships, community inclusions, activities and leisure, confidence and self-esteem, independence, health, behaviour and social, emotional and mental wellbeing or potential paths into the future, support and guidance available.
- or any other things that you would wish for them.

2. What has been working well for your child?

This section looks to gather all the things that are working well, the successes, achievements and things that have changed, or are changing for the better - however small.

- You can include or reference anything your child is proud of or identifies as an achievement or success.
- Progress you have seen at their school - support and provision, friendships and relationships, learning, independence, self-esteem.
- Progress you have seen at home or in the community; involvement in clubs and societies, wider interests, behaviours, confidence, communication.
- Comments and observations from family, school or other people who are involved with your child are also relevant.
- Any other things that you feel are positive.

3. What are the challenges or issues faced by your child that are of most concern to you, currently?

This section looks to gather and recognise the particular challenges and issues that are currently causing concern, and which need to be raised and considered.

- Highlight anything that you feel is having a less than positive impact on your child. This could include impact on progress, behaviour, provision, communication
- It may include support they receive from the setting or from other professionals and teams, or any needs you feel require support.
- If you are able to, suggest what changes could be considered or what you feel needs to be improved or could lead to a positive change

4. What are the *questions or concerns* (currently or for the coming year) that you would like answered or explained at the Review?

This section allows you to list any questions, concerns or things that you would like explained or clarified at the meeting. These questions should form a central part in the review process. By completing this section before the meeting, it ensures that they don't get forgotten or missed.

You are not limited to these questions, but completing this section before the meeting will allow those attending to have information and provide clarification at the meeting. If your questions cannot be answered at the meeting, then they will/should be recorded as 'actions' to be followed up by the relevant person or professional.

5. Have there been important *changes* since issue of an EHC Plan or the last Review (whichever is later), that need to be recorded?

Please provide information on any relevant changes that have taken place. For example:

- Ensure that school / college have recorded your most recent personal information details - names, addresses, phone numbers, email addresses.
- Provide information and details of any new, or changes to, needs or diagnoses. Medical reports, assessments or documentation should be made available and recorded.
- Provide information and details of any new, or changes to, social care needs, input and support.
- Any other changes that you feel are important or relevant.

6. People and Professionals involved with our family

Please provide the names and contact details of the people, teams and professionals that are involved with your family. You may wish to bring a contribution/report from them to the meeting, if they haven't already been invited to the 'Review'.

DURING THE MEETING: Once you get to the meeting you should have already seen all the reports and views that can be discussed. To get the most out of the meeting:

- Take along a list of questions or points to raise if it helps.
- Ask any questions in response to anything that is said at the meeting.
- Ask for anything to be explained again if necessary.
- You can always take along a friend or supporter if you wish.

To find out more about what happens during the meeting, please see our ['Annual Reviews' webpage guide](#)

Service Statement

The role of the SENDIAS service is to ensure all parents, children and young people have access to impartial information, advice and support so they can make informed decisions related to their situation. Any information that is shared with the service is in confidence unless permission has been obtained to share this with any individuals, services and agencies that may be able to help in the circumstances. For more detail, view our [policies and privacy notice](#) on our website.

How to contact us: Tel: 0330 222 8555 / Email: send.ias@westsussex.gov.uk or cyp.sendias@westsussex.gov.uk (up to age 25) / Website: www.westsussexsendias.org

To view factsheet online and access all links: <https://tinyurl.com/btwbxzep>

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