



Broom Place, Leeds LS10 3JP
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Email: broomfield@broomfieldschool.org.uk
Web: www.broomfieldschool.org.uk

Executive Principal: Michelle Wilman
Head of School: Kathryn Bryan

19.5.20

Dear Parent/Carer and our children and young people

Information about EHC plans and annual reviews - during COVID 19.

During the Covid-19 pandemic there are a number of changes taking place and we would like to let you know about changes to EHC planning processes at this time.

See below for the link and more information around this. We recommend the Council for Disabled children website which offers easy to read guidance around a number of relevant issues.

<https://councilfordisabledchildren.org.uk/news-opinion/news/temporary-changes-law-education-health-and-care-needs-assessments-and-plans>

Please let us know if you would like to have a paper copy of this information or if you would like to discuss further.

What this means is that for all of our children and young people, we are making sure that we are taking reasonable steps to put in place the provision in their EHC plan. We are now contacting you regularly about this and will review this regularly with you, including at the point of reviewing your child's EHC plan.

If you have any concerns about the provision in place right now for your child or young person, let us know, so that we can follow this up with you directly.

Annual reviews of EHC plans

We still need to hold annual reviews (although there is some flexibility around the timings) and we thought it would be helpful to let you know how we are going about this during this time as it is also an opportunity to raise any concerns around provision in place at this time.

It is very important that you are able to take part in the annual review process as much as possible, even if the review meeting is held in a different way and it is important that we are looking at your child or young person's progress. We also recognise that during this time we also



Are our medical records and emergency details up-to-date? Please inform us immediately



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need to offer families as much flexibility as possible.

Therefore, to plan for this effectively, for those pupils who are due an annual review this term, we are also attaching the relevant paperwork to look at before deciding how to go ahead with the annual review meeting.

Please can you look over the paperwork attached, including the parent/carer and child and young person contribution forms. If your child or young person is in school, we will help gather their views. We will always invite the relevant professionals to contribute to the meeting but please also let us know if you also have anyone specific you would like us to invite or to consider their advice as part of the process.

Please note if your child or young person's review is due next term or later, then we will circulate the paperwork for you to look at nearer to the meeting date and you will then have an opportunity to decide how you would like the review meeting to go ahead.

Once you have had a chance to look at the relevant paperwork, please let us know how you would like the meeting to go ahead. If you are happy with the current provision and outcomes as set out in the paperwork you may wish to just review the paperwork by email, telephone or in writing (e.g. by completing the reply slip attached). We will be flexible about how the meeting will take place and will do this in line with your wishes.

We accept that for some families, where there may be more to discuss, or there may be a potential change of placement or provision, a formal meeting is required.

If you have any questions about this, please do not hesitate to contact us.

I would be grateful if you could have a look at the enclosed paperwork.

Yours faithfully,

Melanie Boffey

Assistant Headteacher SENCO



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Reply slip (SEND Team) for those pupils whose review is now due and where paperwork is attached.

I /we have read the Education, Health and Care Plan and agree that its content contains current information and agree that:

I /we are happy with the new outcomes and provision set out in the plan.

I/we understand that if at any point, I/we need to make changes in the plan, I/we can request an early review.

Or:
I/we recommend some changes to the plan and have emailed/posted our changes.

I/we require a telephone review to discuss the plan.

I/we require a virtual review (Skype/ Zoom/ Microsoft Teams) to discuss the plan.

I/we would like someone to contact me/us to discuss alternative arrangements.

Please tick the appropriate box

Signed..... Child's Name.....



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