

Annual Review Process timeline at Manor Green School

6 weeks before review date

EHCP Coord informs parents/carers by email or letter if we do not have email and sends Parental Feedback Form. Also attaches ias information.

By 3 weeks before review date

Keyworker completes 'My Review' with student input AND hands to EHCP Coord.

My ACE Plan to be handed to EHCP Coord

2 weeks before review date

EHCP Coord sends copy of edited EHCP review form/Reports and My ACE Plan to parents and any other attendees via email where possible. Hard copies of all docs printed for the meeting and available for Class Teacher and OLT attendee.

1 week before review date

Reminder written in home/school diary week before meeting and EHCP Coord to call parents if no reply.

1 Week After Review

Teacher Completes EHCP Review Form with any additional information from meeting and parents. EHCP Coord to process and send to Borough/Parents and save Final PDF document into SIMS.