



Wednesday 19 June 2019

To Parents/Carers of new and existing pupils

Dear Parent/Carer,

EHCP Workshop for Parents – Monday 15th July at 3.30pm

Following comments from several parents on the complexities and lack of information around the annual Educational Health Care Plan (EHCP) process, the school would like to host a workshop for parents on Monday 15th July at 3.30pm, led by members of the Academy Advisory Council (AAC), to help clarify the process in more detail.

During the 90 minute session, the AAC plan to give parents and carers some real life examples and guidance around how to ensure that the EHCP process is as smooth as possible. By the end of the session we hope that you will have a better understanding about how you can ensure that your child's EHCP best reflects their needs.

We hope as many of you as possible are able to attend the workshop. If you would like to attend, please confirm your attendance by completing and returning the below slip to Mrs Edwards on our reception by Wednesday 3rd July. To help us plan, please also advise of any particular areas of the process you would like to be covered.

Yours sincerely,

Mrs T Ydlibi
Executive Principal

Mrs L Ives
Head of School

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Please return this slip to Mrs Edwards on Reception by Wednesday 3rd July

☐ I/We **would like to** attend the above workshop

☐ I/We **are unable to** attend the above workshop

The area(s) of the EHCP process that I would like more clarity on are:

.....
.....

Pupil Name.....

Signed Parent/Carer Date

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