

SEPTEMBER

Review: Parent, child teacher, SENDCo

JULY

Assess and review: Parent, child, teacher and SENDCo

AUTUMN HALF-TERM

Assess and Review SEN
Support and On Alert:
Teacher and SENDCo

If necessary review with parent and child.

SUMMER HALF-TERM

Assess and Review SEN Support and On Alert:
Teacher and SENDCo

If necessary review with parent and child

DECEMBER

Assess and review: Parent, child, teacher and SENDCo

EASTER

Assess and review: Parent, child, teacher and SENDCo

SPRING HALF-TERM

Assess and Review SEN Support and On Alert: Teacher and SENDCo

If necessary review with parent and child.

Child must be involved at all stages. He/She should be encouraged to comment and sign the Conversation Record.

Parents must be invited to at least three meetings each year.

Meetings must last for at least 30 minutes to 1 hour. At each stage parents must receive a copy of the Conversation Record sheet.

At the end of term Assess/Review meeting the parents must receive a copy of the Individual Provision Map in addition to the Conversation Record.

Special Educational Needs Review Conversation Record

Pupil name	Date
Attended:	
Topics discussed:	
Topics discussed.	
Action	
School:	
Action	
Pupil:	
Action	
Parents/Guardian:	
Signed	
Pupil:	
Parent/Guardian:	
Teacher:	