



ASH LEA

*Working together to be
the best that we can be*

4th September 2019

Dear Parent/Carer

With the start of another school year we would like to advise you of a few changes that we have made with relation to the administration and systems within school.

Firstly you will have been made aware of our new 'School Money' system. This program has been introduced to streamline payments for all chargeable activities in which your children will be involved, from school dinners to residential trips.

We have also moved away from the County Council information management system SIMS and will be using 'School Pod' this system works with 'School Money', text and email systems and our behaviour management system. We are still experiencing a few technical issues with the systems so please have patience with the office staff while they get used to the systems.

If you are having any problems, not receiving texts or emails then please contact the office as soon as possible.

Finally, Rebecca and I sat down to look at the process of EHC meetings and paperwork. We have made some amendments to the paperwork that will be completed in the meetings and are trying to come up with a way in which all health and social care professionals submit reports in the correct time frame.

All of the 78 pupils' EHC reviews for 2018/19 academic year have now been scheduled. These have been accepted by the teaching staff for your child's class and have been shared with the in-school physio and health team, because of this we would rather not change meeting dates as this will cause problems with getting reports and paperwork completed in the legal timeframe.

If for some reason you do not want a meeting, the school is still required by law to send back the paperwork including the review (with completed critical questions section) within 2 weeks of the review date. This may mean that your child's class teacher may call you to go through these questions.

You will be advised of the date between 4 and 6 weeks before the meeting with a grid to complete if there is anyone else you would like to attend. This needs to be returned as soon as possible to give the professional time to book in the meeting or write an accompanying report.

2 weeks before the review date the paperwork including latest EHC, EHC review paperwork, health and social reports will be sent to all attendees who have accepted the invitation to the meeting. The expectation will be that anyone involved with the child will read through the EHC plan **prior** to the meeting and make any changes on the paperwork to bring with them. Parents also need to have read through the critical questions page and EHC questions in preparation to answering these during the

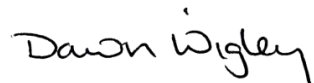
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meeting. There will also be a parent/career views page that will need to be completed prior to the meeting.

We understand that this is a change to what has happened in the past with the EHC review but we believe that this way we will be able to get maximum benefit out of the meetings and also better quality of paperwork coming back.

Yours sincerely

A handwritten signature in black ink that reads "Dawn Wigley". The signature is written in a cursive style with a small dot above the 'i' in "Wigley".

Dawn Wigley
Head Teacher