



**ASH LEA**

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

01/01/2021

Dear parents/ carers

**Changes to the Education Health Care (EHC) plan review**

This year has been a year of changes and trying new things when it comes to your child's learning, development and meetings. The local authority have changed all the paperwork involved in reviewing your child's EHC and as we currently can not meet in person meetings are being held remotely.

The best way to hold the meetings is via Zoom and when we send the paperwork we will send the link to the meeting. If this is a real issue then we can hold the meeting via telephone (if it is only with you). If accessing technology is an issue do speak to us as we may be able to support you with this.

The paperwork has been organised in sections and we need to send it password protected via email. There appears to be an issue with opening this on phones/tablets and some of you are unable to open these reports and therefore check and read the reports using this technology. It is really important that you try and open the paperwork in plenty of time before the meeting so we can arrange to re-send the paperwork to you.

It is your responsibility to read, check and make any changes to the EHC paperwork BEFORE the EHC review so that at the meeting you can discuss these and the meeting sticks to the set time frame. The teachers would have already gone through the review itself and may have started to make any possible amendments. You also need to do this. There is not time in the meeting to go through the plan line by line.

Many thanks

Kate Davies