

26th March 2020

Dear Parents and Carers,

I am writing to update you about the **Education, Health and Care Annual Reviews** scheduled, considering the current Covid-19 situation.

Typically, we hold around 250 reviews and there are approximately 100 scheduled for the summer term. Therefore, as a school, we will continue to plan for the reviews to go ahead. They are a statutory (legal) requirement. In view of this, you will continue to receive invites and we will seek written parental and professional views as usual, circulating anything received prior to the meeting date.

In order to minimise risk to you, staff and pupils, you will be aware that we are reducing visitors on site. We are also mindful that many of you are following government guidance by staying at home.

Therefore, in relation to the actual review meeting:

- 1) I will telephone you at the time/date of your review meeting and **hold the review over the phone** with you. We can discuss the reports received, seek updates from you and check if any advice or support is needed. If you need to speak to other professionals direct, I can provide phone numbers for you.
Please can you ensure we have up to date phone numbers for you.
- 2) If **you would prefer to postpone** the review until schools are fully open and back to normal, enabling you to physically attend the meeting, then please let me know.

If your child is in Year 13 i.e. born between September 2001 and August 2002, the review scheduled in April 2020 will now be a standard review and I will schedule the transition review in the Autumn term. This will ensure you are fully involved in the planning process and enable you to be able to make informed decisions about the future.

I have summarised when the reviews are scheduled over the next term below. Please note the date and time remain the same as those sent in September 2019 and will be confirmed on the school advice (AR1).

Year group / Class	Teacher	Dates
College Reviews (Y12 and Y13)	Fran, Emma and Nikki	21 st April – 30 th April; 7 th May
Year 1	Natalie and Rachel U	5 th May, 12 th & 13 th May
Year 6	Kathryn and Dominique	15 th May – 20 th May
Early Years	Gill, Tracy, Kate M	2 nd June – 10 th June; 1 st July.
Class 1	Suzanne	6 th May, 5 th June, 10 th June
Y11	Helen and Tazeen	12 th June – 24 th June

If your child's review meeting has been cancelled over the last couple of weeks due to Covid-19, I will contact you to discuss whether you would like to hold this over the phone or postpone as outlined above.

In the meantime, please do not hesitate to contact school if you have any questions or need any support. Alternatively, you can contact me direct via email s.formby@hope.wigan.sch.uk

Take care and best wishes to you and your family.

Shona Formby

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