



**Hazel Cottage**  
School

## **Preparing for Your Child's Annual Review**

### **Parent/Carer Guide**

**Supporting your child's journey — together** 



**Need Help or Support?**

If you have questions before the meeting, please contact: **SEND Manager: Mrs O'Brien**

If attending in person is difficult, we can offer meetings:

- **Virtually**
- **By phone**

We want to make sure you can take part — please let us know how we can help.

## What Is an Annual Review?

An Annual Review is a formal meeting to look at your child's **Education, Health and Care Plan (EHCP)**.

It helps us check that your child is:

- Making progress
- Receiving the right support
- Working towards outcomes that meet their needs now and in the future

## Why Is the Annual Review Important?

The Annual Review helps us to:

- Review progress towards EHCP outcomes
- Talk about any changes in your child's needs
- Agree new targets or support strategies
- Hear your views as a parent or carer
- Celebrate your child's achievements

Your voice is a key part of this process.



## Who Will Attend?

The meeting may include:

- **You** – your views are essential
- **School staff**, including the SEND Manager
- **Therapists**, if involved (e.g. Speech and Language or Occupational Therapy)
- **Local Authority SEND Officer**, if required
- **Your child**, where appropriate and with support

## Looking Ahead: Planning for the Year Ahead

At Hazel Cottage School, we want to understand your child as fully as possible — their strengths, interests, experiences, and aspirations.

From their first day, your child follows a **curriculum pathway** that best suits their needs. These pathways support different styles of learning and lead to different outcomes over time.

### **Curriculum Pathways**

Your child may follow:

- Pre-formal
- Informal
- Semi-formal

These pathways may focus on academic learning, practical, vocational and life skills development. We will explain your child's pathway and what their next steps may look like.

### **How You Can Be Involved**

During the Annual Review, we will:

- Explain your child's curriculum pathway
- Share your child's progress and achievements
- Talk about strengths and any areas needing extra support
- Discuss how you can stay connected with school
- Listen to your questions, views, and hopes for the future

Working together helps us plan the best support for your child.

## How to Prepare for the Annual Review

### Before the Meeting:

1. Reflect on the past by reading through the draft annual review paperwork:
  - What progress have you noticed?
  - What has worked well?
  - Are there any concerns?
2. Look at your child's EHCP
  - Make notes of anything you feel may need updating
3. Think about the future
  - What are your hopes for the coming year?
  - Any longer-term goals?
4. Bring useful information
  - Medical reports, therapy notes, or relevant school communication

### Your Voice Matters

- We welcome your honest feedback — concerns, questions, and successes are all important.
- If it helps, you are welcome to bring a friend or advocate for support.

### After the Review

- You will receive a **written summary** of the meeting and any agreed actions. This is shared with the **Local Authority**, who will consider whether the EHCP needs updating.

Together, we can help your child flourish 

Thank you for being part of Hazel Cottage School.