



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.