

Who will attend the meeting?

- ✓ **Parent/carers**
- ✓ **Headteacher or SENCO**
- ✓ **Educational Psychologist or other educational professional involved with your child.**

What happens next?

- ✓ **There will be ongoing monitoring of your child's progress as for all pupils and students.**
- ✓ **Individual Education Plans (IEP) will be reviewed and evaluated regularly and you and your child will be invited to give your views.**
- ✓ **The date will be set for the next meeting to review the IEP.**

Questions or worries?

If you have any queries or questions you can ask these at the meeting.

You can also talk to Parent Link, which is an impartial source of information, advice and support. Parent Link can provide advice and explain how to get the most out of the meeting.

Contacts

SEN Team

Tel: 01273 481230

Fax: 01273481599

Email: senteam@eastsussex.gov.uk

Parent Link

Helpline 01273 481172

Email: parentlink@eastsussex.gov.uk

You can write to the SEN Team or Parent Link at

PO Box 4

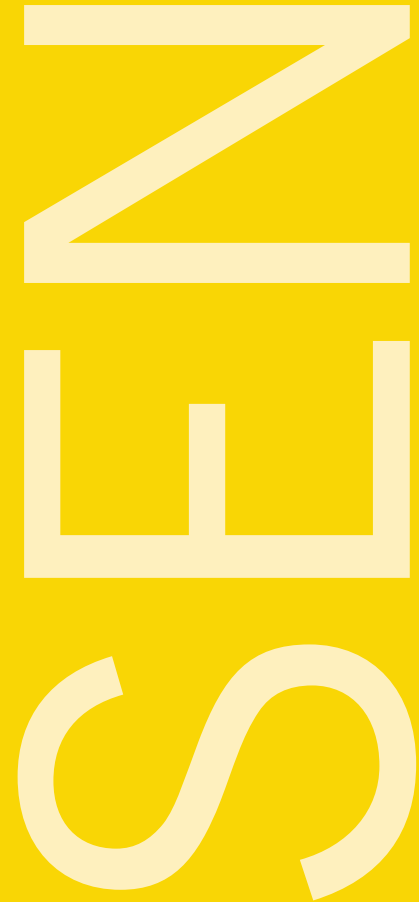
County Hall

St. Anne's Crescent

Lewes

East Sussex

BN7 1SG



Special Educational Needs

The Provision Planning Meeting

August 2005

What is a provision planning meeting?

The aim of the provision planning meeting is to look at the future programme of support for your child. The meeting will look at the provision the school/pre school will put into place to meet their special educational needs.

The meeting will be held following:

- ✓ **A decision not to make a statutory assessment**
or
- ✓ **When a 'note in lieu' of a statement of special educational needs has been written**

Who can ask for a provision planning meeting?

A provision planning meeting will automatically be arranged when these decisions have been made.

When will the meeting be held?

The meeting will usually be held within four weeks of the headteacher being told about the decision.

The meeting

The meeting will make sure that:

- ✓ **you and the school know about the resources available within all maintained schools to meet special educational needs**
- ✓ **you fully understand:**
 - the school provision available for your child
 - the monitoring and review arrangements in school to make sure your child's special educational needs are met
 - the reasons for the decisions we have made



What if my child has not started school?

If your child attends a nursery or playgroup the aim of the meeting is to make sure that you understand:

- ✓ **the provision available for your child**
- ✓ **the monitoring and review arrangements**
- ✓ **the reasons for the decisions we have made**

If your child does not attend a nursery class or play group the meeting will focus on the special education needs of the child, the support available and the reasons for the decisions we have made.

Who will arrange the meeting?

The head teacher or SENCO

If your child attends a school maintained by another authority, a non maintained special school or an independent special school the caseworker will arrange the meeting.

If your child has not yet started school the caseworker will arrange the meeting, or if your child attends a pre school the headteacher will be asked to arrange a meeting.