



Woolston Brook School

Green Lane
Padgate
Warrington
WA1 4JL

Telephone: +44 (0)1925 818549
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schooloffice@woolstonbrook.warrington.sch.uk

23rd April 2020

Dear Parent/Carer,

RE: EHCP Annual Education Review

As you are aware, due to the restrictions in place around the national response to the COVID-19 outbreak, we are currently unable to hold the in-person meetings we routinely have in place to support our children and their families. In accordance with our statutory duties under their Education Health and Care Plans, your child's EHCP is now due for review; and whilst we need to organise this differently, we do feel it is important that the review still takes place.

In collaboration with the Local Authority, it has been agreed that the best way to do this is for Jenni Warnes (SENCO) to ring/email parents and other agencies to get their views, and the views of the school can be discussed with you at this time. The information will then all be added to EHCP and sent over to the local authority. The local authority will then send an updated copy out to parents/carers, you then have fifteen days to check/amend the document, sign it and send it back. As the report will be written based on telephone conversations, it is vital that you check at this point to make sure you are happy with the accuracy of how your views have been recorded.

Along with information that is gathered from other agencies involved with the young person/family.

This should hopefully allow for the young person's EHCP to be kept up to date and information on the EHCP to be current and accurate.

Unfortunately, due to the current circumstances we are unable to give out specific dates and times, in which the review will take place, it will be before the May half term.

Green Lane, Padgate, Warrington. WA1 4JL
Headteacher: Mrs M Brettell

Tel: 01925 818549
Deputy Headteacher: Mrs K Stockdale





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If you have any concerns or would like to discuss anything further please contact Jenni Warnes on Tel: 01925 818549 or Mobile: 0777 300 8611.

Yours Sincerely,

Maureen Brettell
Headteacher

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