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| **Record of review meetings** |

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| Name of child |  | | | | |
| I have developed an initial targeted plan for the above-named child, agreed targets with the parents/carers, and set a review date.  The focus of the plan is: Individual Education Plan /Behaviour Plan/ Risk assessment (amend/add as appropriate) | | | | | |
| See the **Parental Consent Form** for details of actions leading up to the first plan | | | | | |
| Signature of SENCo/practitioner | | |  | | |
| Date of first review | | Date of second review | Date of third review | Date of fourth review | Date of fifth  review |
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| Parents/carers have signed the targeted plan and I have given them a copy. Parent’s input has been included and recorded in the outcome and action section (see below)  Review meeting general action:   * develop next plan * refer for further support and advice *(record to whom the referral has been made)* * return to targeted support within My Learning Journey planning * child is leaving setting * no further action |

| Review | Date | Outcome and action (including support at home) |
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| First review |  |  |
| Second review |  |  |
| Third review |  |  |
| Fourth review |  |  |
| Fifth review |  |  |

Record notes from the review meeting with parents and information from other professionals and attach additional sheets if necessary.