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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
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| Review | Date | Outcome and action (including support at home) |
| --- | --- | --- |
| 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.