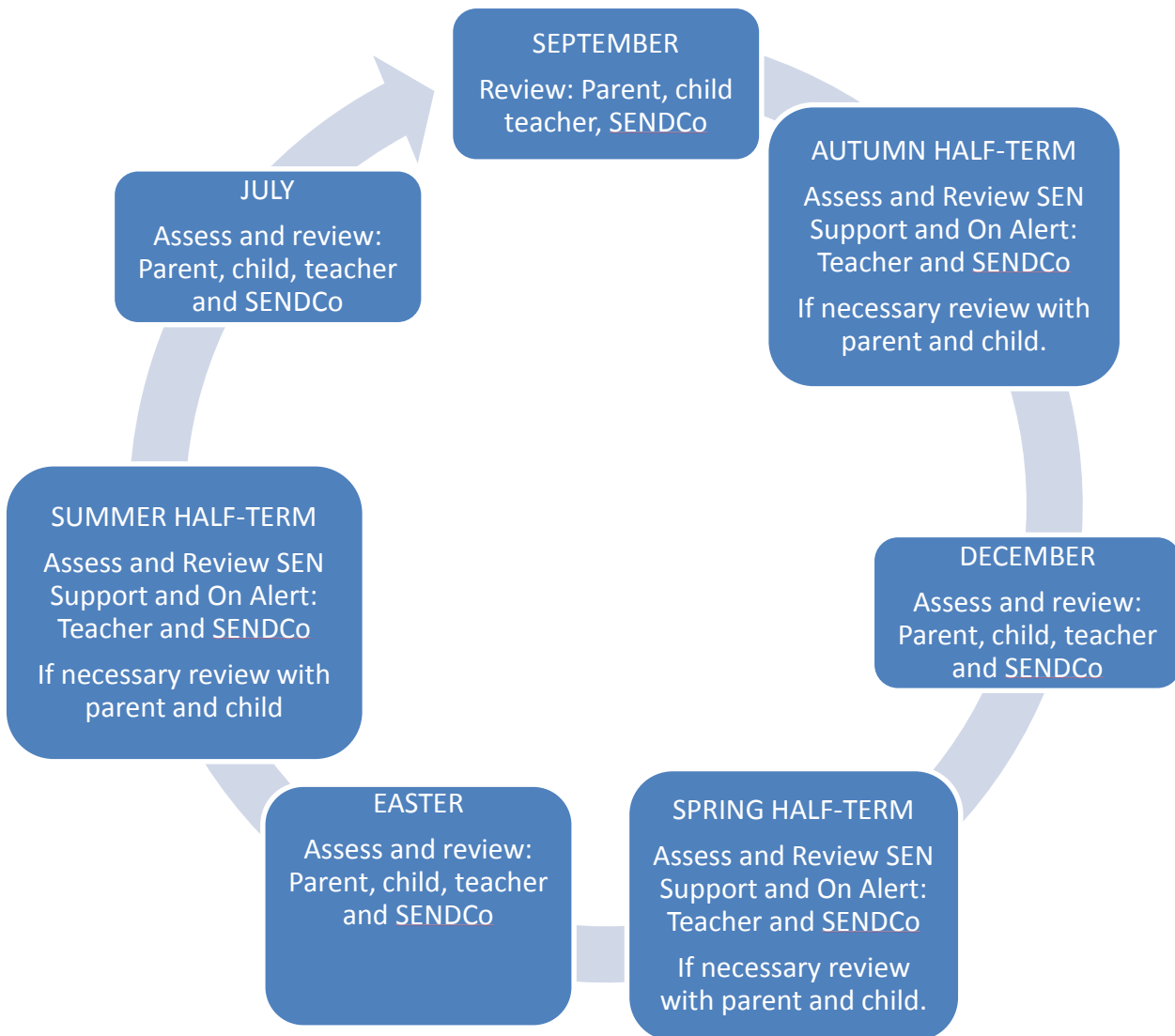




## Assess-Plan-Review Cycle



Child must be involved at all stages. He/She should be encouraged to comment and sign the Conversation Record.

Parents must be invited to at least three meetings each year. Meetings must last for at least 30 minutes to 1 hour. At each stage parents must receive a copy of the Conversation Record sheet.

At the end of term Assess/Review meeting the parents must receive a copy of the Individual Provision Map in addition to the Conversation Record.

# Special Educational Needs Review    Conversation Record

Pupil name.....

Date .....

Attended:

<b>Topics discussed:</b>
<b>Action</b> <b>School:</b>
<b>Action</b> <b>Pupil:</b>
<b>Action</b> <b>Parents/Guardian:</b>
<b>Signed</b> <b>Pupil:</b> <b>Parent/Guardian:</b> <b>Teacher:</b>