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# TWEENDYKES SCHOOL

# Education, Health and Care Plan (EHCP) guidance for the parents of Tweendykes

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*Education, Health and Care Plans are an important part of outlining what your child will be learning to do at school. The views of parents and children are of upmost importance in achieving this.*

Here's a step-by-step guide to help you understand the EHCP process at Tweendykes:

**Step 1: Writing and gathering reports**

Class teachers complete their report on the child's progress, strengths and educational needs, identifying any possible changes. The school also requests reports from other agencies involved e.g. speech and language, physiotherapy, nursing, social work,…

**Step 2: Parent views**

Parents receive a draft version of the EHC plan two weeks before with the information from **step 1** (the final plan is only issued after the meeting has taken place in school) and will be notified of the date and time of the meeting. A 'parents' views' document is sent out at the same time. This document helps us to make sure we recognise the support you feel your child needs, and also that we are working on areas that you feel are important to your child and family.

KIDS charity provides an independent advisory service to help you gather your views and also run workshops twice termly in school to help with this (tel: 01482 467540)

**Step 3: Assembling reports**

All reports are assembled by the school's office. You may be contacted by one of the school's parent support practitioners at this point. This is a good opportunity to ask any questions about the EHC process that you're not sure about.

**Step 4: EHC meeting**

The meeting takes place. This may involve a lot of different professionals, although this may only involve several. If professionals are unable to attend they are requested to send a report, so that their view may be recorded.

A key part of the meeting is to define long and short-term outcomes. Setting long-term outcomes (to achieve in the next 3-5 years) allows us to work on significant areas of learning that will make a difference to your child and your family.

**Step 5: Final plan**

The school compiles the EHC plan, including the outcomes decided during the meeting. This report is then sent to the SEND section at the local authority, who agree/disagree with the description of need, outcomes and provision decided at the EHC meeting. Parents and school are then sent a final EHC plan. Once this document has been received parents may still query or dispute the content within a two week timeframe. This is a legal document that indicates key learning priorities for the child over the long and short-term and the provision required to support this, over-and-above what is ordinarily provided.

## Further useful guidance is available from:

The Independent Parental Special Advice Service (IPSEA):

https://www.ipsea.org.uk/what-you-need-to-know/ehc-plans

The council for disabled children:

https://councilfordisabledchildren.org.uk/sites/default/files/field/attachemnt/send_reforms_guide-to-ehc-plans_2014-1.pdf

https://councilfordisabledchildren.org.uk/help-resources/resources/education-health-and-care-plans-examples-good-practice