



07.04.2020

Dear parents and carers,

We light of the current situation regarding COVID-19 I wanted to provide an update regarding the EHCP and Annual Review process. We are in contact with our allocated EHCP caseworkers and we have been advised by the SEN Team at County and Kate Evan Hughes (service director) to postpone all annual reviews that are due to take place between now and the end of May 2020.

We are not sure what the situation will be following May 2020 but we will but we will update you as soon as we have more information. The annual review meetings will take place as soon as we are advised to and as soon as we are able to do safely, or possibly through alternative methods such as via telephone or conference call.

We appreciate this may be an unsettling time for you and if you have any questions or would like to discuss anything further please contact Rebecca via email [rwestaway@nancealverne.org.uk](mailto:rwestaway@nancealverne.org.uk).

Thank you for your ongoing support. Keep safe and we hope to see you all soon.

Yours sincerely,

Rebecca Westaway and Zoe Regan

*(SENCo and EHCP Co-ordinator)*