**[](http://localofferwirral.org/)WIRRAL EDUCATIONAL PSYCHOLOGY TEAM**

**KEEPING IN TOUCH MEETING** **(SPRING TERM)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School:** |  | | | | **Date:** |  | | |
| **Contributors:** | | (SENDCo) (Educational Psychologist) (Head teacher) | | | | | | |
|  | | |  |  | | |  |
| **Support accessed in the Autumn term**   |  |  | | --- | --- | | **Training** |  | | **SENDCo drop-in sessions** |  |   **Individual work completed in Autumn term** | | | | | | | |

|  |  |  |
| --- | --- | --- |
|  | **Pupil** | **Time taken to complete the work** |
| **Casework** |  |  |
| **Statutory** |  |  |

**Ongoing work (including Requests for EP involvement that have been sent and not prioritised within the cluster)**

|  |  |  |
| --- | --- | --- |
| **Pupil/consultee** | **Yr** | **Current situation** |
|  |  |  |

**Proposed work**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **New individual casework** | **Pupil/consultee** | **Yr** | **Brief description of the concern and additional information (including other professional involvement)** | **Current support** | **What’s working and What’s not working (strategies/intervention)** | **Proposed involvement (e.g. consultation, observation, request for statutory)** | **Estimated timeframe for request for EHC assessment** |
|  |  |  |  |  |  |  |

**Agreed priorities:**

**Individual level**

**Record of pupils prioritised for a request for EP support**. For the pupils identified below ‘request for involvement’ forms will be submitted to the EPS.

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic year 2018/19** | **Pupil** | **Proposed involvement (e.g. Consultation, assessment, intervention, statutory)** | **Anticipated time required to complete the work** |
|  |  |  |

For whole school work, a ‘request for involvement’ form will be submitted to the EPS.

|  |  |
| --- | --- |
| **Proposed Whole School work (inc. project work, training, whole school interventions, strategic work)** |  |

|  |  |
| --- | --- |
| **Signed** | |
| **SENCO/Head teacher:** | **EP:** |
| **Date:** | **Date:** |

*Please refer to Wirral Educational Psychology Team’s privacy notice if you would like further information about how the service collects, uses, retains and discloses personal information.*