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

**RECORD OF PLANNING MEETING**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School:** |  | | | | | **Date:** |  | |
| **Contributors:** | | (SENDCo) (Educational Psychologist) (Headteacher) | | | | | | |
|  | | |  | |  | | |  | |
| **Review of last year:** | | | | | | | | | |
| **What was useful / what worked last year:** | | | |  | | | | | |
|  | | | |  | | | | | |
| **What was less useful:** | | | |  | | | | | |
|  | | | |  | | | | | |
| **Agreed working practices this year:** | | | | * School to send request for EP involvement via Anycomms. | | | | | |

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| --- | --- | --- |
| **Discussion of SENDCo drop in sessions:** | **Yes** | **No** |

**Ongoing work**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ongoing Cases from last year:** | **Pupil/consultee** | **Yr** | **Proposed involvement this year** |
|  |  |  |
|  |  |  |

**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.

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| --- | --- | --- | --- |
| **Academic year 2018/19** | **Pupil** | **Proposed involvement (e.g. Consultation, assessment, intervention, statutory, annual reviews)** | **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, whole school interventions, strategic work)** |  |
| **Training needs discussed:**  **yes no**  **if yes, please list top 3 priorities** |  |

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

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