**WIRRAL EDUCATIONAL PSYCHOLOGY TEAM**

**RECORD OF PLANNING MEETING**

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| --- | --- | --- | --- |
| **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** |  |

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

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