

«Parental_addressee»
«AddressBlock»

Dear «Parental_Salutation»,

«**Laura** » «**DOB**»

As you may know, we wish to try out a different style of meeting for Laura's review on **(date)** at **(time)**. The review is going to be using a 'person centred' approach, which means that it will look at all aspects of Laura's life, and will put Laura and her family at the centre of the meeting. The review should also meet Laura's communication needs so that she can participate. This is the first time the Academy has run this particular style of review, so it is a very exciting development.

The person facilitating the review will be Joe Bloggs, who is very experienced in working this way. There will also be a communication support worker present to support Laura.

You may already be familiar with a person centred review, but if not, you may find it a little different to what you are used to. The room is likely to be set up differently, there will be a more informal atmosphere, and you will be asked to contribute to a number of headings that will be displayed around the room.

The headings for comments are:

- What we like and admire about Laura
- What is important to Laura now
- What is important for Laura in the future
- What support and help Laura needs to stay healthy & safe
- Questions to answer & Issues to resolve
- What's working well and what's not working
- An Action Plan with a progress chaser

Please don't worry if you don't have much to write on the boards – this is quite normal. If you need support putting information up, then please let me know beforehand.

If you have statutory forms to fill out, then please think about what you need to discuss, and which heading it might be reflected under. Although you may be concerned that you won't answer all of the questions that you have, the facilitator will ensure that they are covered as long as you tell her!