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### Special points of interest:

- Young Person's Questionnaire
- Action Plan

### Inside this pack

When is it? Where is it? How long is it?	2
What happens at the review?	2
What you can do before the review?	2
What happens if you can't attend?	3
Other professionals involved?	3
Inviting others involved in your child's life	3
Special points of interest	4
Thinking ahead about future goals	4

# Annual/Transfer Review Guide

## What's it all about?

Your child has a Statement of Special Educational Needs, which legally has to be reviewed annually.

This information is to help you understand and contribute to your child's Annual/Transfer Review. It is important that you have the time before the review to think about the questions and any points you would like to raise during the meeting.

We hope you will find this guide helpful so that we can continue to work together to ensure that the Annual/Transfer Review is a positive, useful and collaborative experience.

This guide will take you through what is going to happen at the review and also give you the opportunity to invite other relevant people who are involved in your child's care.

If you have any questions after reading this guide, please get in contact with the school.



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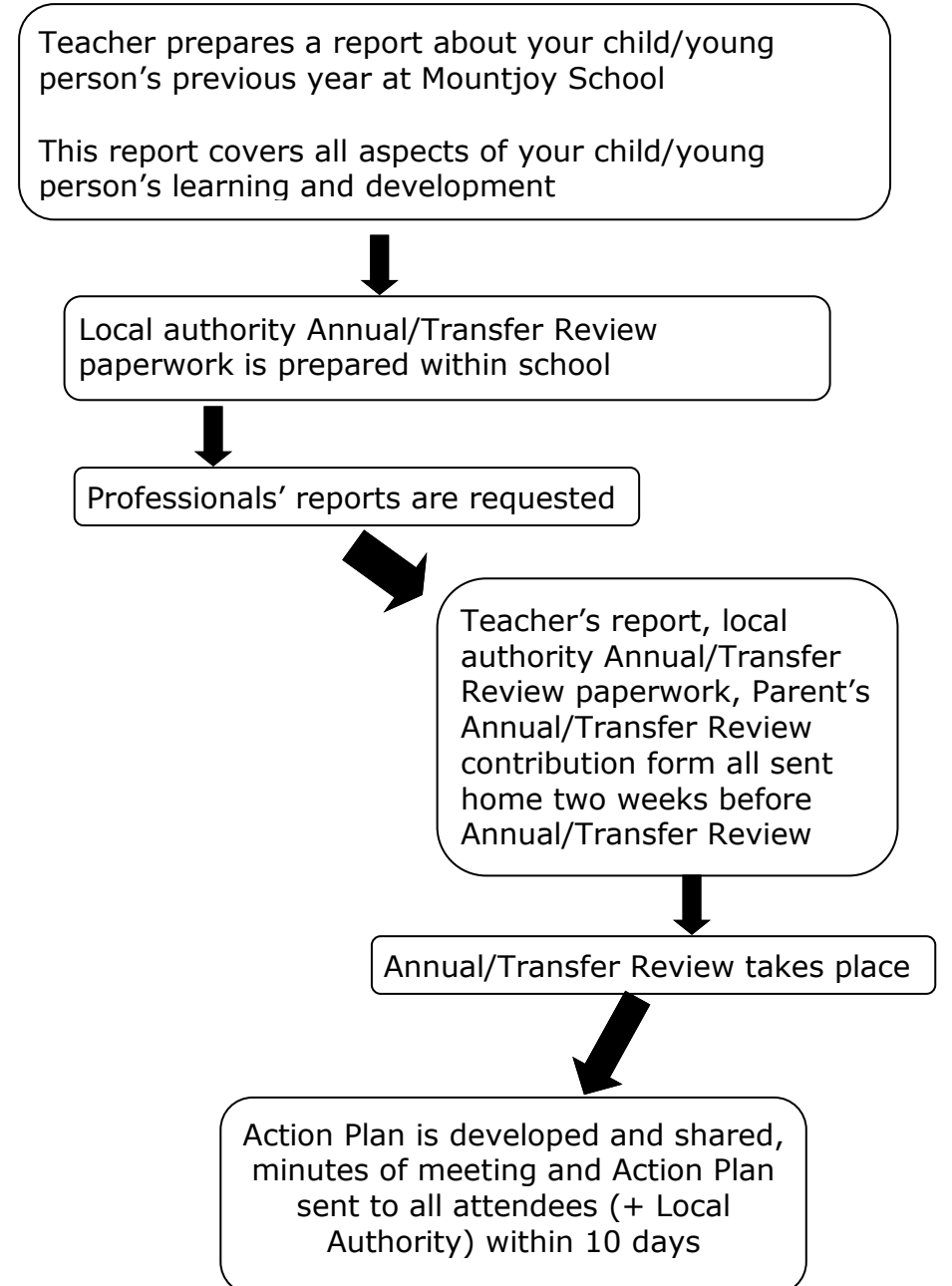
## Special points of interest – Young Person's Questionnaire, Action Plan Child/Young Person's Questionnaire

Your child/young person will be asked to fill out a questionnaire so they can give their thoughts and prepare for the Annual/Transfer Review. If they require help with this, a member of staff will assist them to complete it. The form will represent their views wherever possible, or an impression of what they would look to record will be given by the staff who work closest to the child/young person.

## Child/Young Person's Action Plan

The Action Plan is the most important part to come out of the Annual/Transfer Review. It gives people targets to work on together at home, school, short breaks and respite, etc. Our Family Liaison Officer will share and follow up the actions on the Action Plan on your behalf. The Action Plan is a stored document that will be focused upon the needs and future goals for every individual.

## Action Plan Timeline



## When is it? Where is it? How long is it?

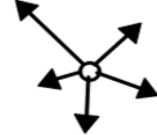
Your child/young person's Annual/Transfer Review is normally during the autumn and spring terms. You will receive a letter after the schedules have been decided; this will arrive during the summer term with the time and date clearly shown.

Your child/young person's Annual/Transfer Review will usually be in the same month every year. Your child/young person's review is always held at the

school in the spacious Community Room, unless there are special circumstances. Your child/young person's review will generally last for an hour and a half.



When



Where



How

**Note:-** If your child is under 5 years old, a 6 month review of the progress made since the last Annual Review will take place.

## What happens at the Review?

At the review, everyone will introduce themselves. Names and titles of those present will be written up on a flip chart.

The child/young person's teacher will give a brief outline of how they have done over the year.

Your child/young person's Statement of Special Educational Needs will be central to the Annual/Transfer Review. Any amendments or necessary additions will be recorded and the local authority will be notified to make these changes.

Tea, coffee and refreshments will be available during the review.

Everyone present will then be asked to help fill in the boards. These will be the same questions as you have already filled in on your pre-review questionnaire. The comments raised/noted will be discussed and explored, before they are put into an **action plan** for the coming year.

A photographic record will be shown of the child/young person taken over the last year.



Annual Review

## What you can do before the Review?

Before the review you can confirm dates and times you are able to attend. We will do our best to find an alternative date for you but only if you let us know you are unable to attend on the date we send you within 1 week of receiving the Annual/Transfer Review date.

Once you have agreed to the date, please make a note of it in your diary.

Take time to fill in the pre-questionnaire and return to school at least a week before the review. We hope this will give you time to think about, and be prepared for, what you want to write or have added to the boards.

Let the school know immediately if, due to unforeseen circumstances, you are suddenly unable to attend your child/young person's review.

Due to statutory obligations, we are unable to rearrange Annual/Transfer Reviews once they have been set.

Dates are set in the summer term for the next school year.

## What happens if you can't attend?

If you cannot attend, due to a last minute change in your plans or unforeseen circumstances, the review will still go ahead and all relevant paperwork will be sent to you.

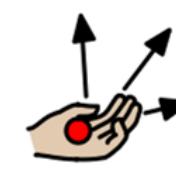
If you have already filled out the pre-questionnaire we will make sure this is included in your child/young person's review.

Our Family Liaison Officer will contact you to chat through the pre-questionnaire and any other areas of the review you may want us to be aware of.

This is because the Annual/Transfer Review is a statutory requirement that needs to happen by a certain date.



Not



Available

## Other professionals involved?

Professionals involved in your child/young person's care will be invited to the review. They will also be asked to provide a short report.

Any multi-agency professional can be asked to attend and/or submit a report for the Annual/Transfer Review.

The reports will be included in the review paperwork. This will be done either before, after or during the review, depending on when they are submitted.

Please inform the school if you want other professionals to attend and we can invite them along.



Professionals

## Inviting others involved in your child/young person's life?

If your child/young person spends time with a significant other person/s, attends regular respite, short break care, clubs or other activities outside of school, it could be beneficial for the people who work with them to attend your child/young person's Annual/Transfer Review. It would be an opportune time to share information and ensure your child/young person is

able to receive a consistent, joined-up approach that will benefit them both in school and the wider community.

If you would like to invite, or suggest others that you feel will contribute to your child/young person's review, please inform the school so that we can formally invite them to the review.

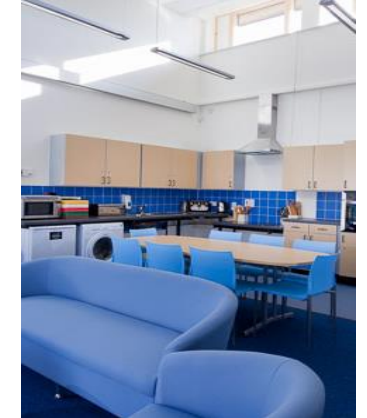
Other attendees may also be sent a pre-questionnaire to fill in giving them time to think about their contribution to your child/young person's review.



Inviting



Mountjoy Community Room



Mountjoy Seating and Kitchen Area

*The behaviour of pupils is exemplary; they feel safe and really enjoy learning and being in their new school. OfSTED*

*Our aim is to treat every pupil as an individual and help each pupil to find their own identity in the world*



Mountjoy outside seating area



Mountjoy Sports Hall