

## Arranging and Chairing Effective Annual Reviews

### Outline

All children and young people with an EHCP must have an annual review at least yearly. To help inform the annual review decision, setting SENDCos gather evidence via an annual review meeting and complete an annual review report.

This training is designed to provide an overview of the annual review process for SENDCos new to the role and for more experienced SENDCos who would like to know about the latest guidance and paperwork available to support them.

### Description

The course will cover:

- How to prepare for and chair an effective annual review meeting
- Understanding the annual review timeframes
- How to ensure the child or young person's voice is meaningfully included
- Working effectively with families
- The latest NCC paperwork and guidance

### Outcomes

By the end of the session participants will:

- Understand the annual review process
- Understand how to chair an effective annual review meeting
- Have strategies to ensure the review is child and family centred
- Know where to access and how to use the latest NCC annual review paperwork

## Inclusion and SEND Learning Network

### Audience:

This session is intended for school leaders, governors and trustees, SENDCos, SEND, pastoral or inclusion leads in mainstream Norfolk settings, however, we also welcome attendance from professionals working in other types of Norfolk settings, and Norfolk-based SEND professionals from external agencies.

### Facilitator:

Amanda Morris EHCP  
Coordinator

### Date and Time:

**5th December 2023**  
**16:00-17:30**

Training will be delivered via Microsoft Teams  
Joining instructions will be sent out the day before the event.

### Cost

Fully subsidised for Norfolk settings by the Inclusion and SEND Team

### Book your place here -

[Arranging and Chairing Effective Annual Reviews | Norfolk Services for Schools](#)

If you have any queries please contact:

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Inclusion and SEND support line:  
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SEND Funding:  
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