

Education Health and Care Plan's Annual Reviews and Microsoft 'Teams':

The statutory responsibility to conduct an annual review for a child with an EHCP has not been relaxed and the Shropshire SEN Team have requested that schools conduct annual review meetings within the identified timeframe and return documentation to the SEN Team as usual.

The lockdown situation has meant that many schools have been proactive in developing different ways of holding the annual review to ensure that the meeting remains person centred. SEN officers and other practitioners have shared positive feedback where they have attended annual reviews that have been conducted via the Microsoft Teams platform; parents have also commented on the success of these meetings, despite some initial worries, mainly regarding the technology.

As we move forward the SEN Team has requested that all annual review meetings are arranged using 'Teams' and that all practitioners working with the child/young people are invited to attend the meeting or contribute a written report. This may involve parents/carers attending a Teams meeting whilst at school or joining the on-line meeting from home.

You don't need to have a paid Teams account to join Team. Parent carers should be able to access Microsoft Teams as a guest, as long as they have an email account, such as Outlook, Gmail etc, after they have been sent a link by the meeting host (most likely to be the school or college). Teams can be accessed from a mobile phone, to do this it is recommended that you download the mobile app. If you have the app, select **Join Microsoft Teams Meeting** in the meeting invite to open the app and join the meeting. If you don't have the app, you'll be taken to the app store where you can download it. **Note:** Try to download the app before the meeting starts. It might take a minute or two, depending on your internet connection.

If you don't have a Teams account, select **Join as a guest** and enter your name to join the meeting as a guest. If you have a Teams account, select **Sign in and join** to join with access to the meeting chat and more. Depending on the organizer's settings, you may join the meeting right away or go to the lobby where someone else can admit you.

Annual Reviews are an essential part of ensuring progress for children and young people with EHCPs. They provide the opportunity to make sure that the support remains personalised and responds to changing needs as the young person gets older. They can only be effective however if all those providing advice or support, are fully involved in this annual discussion. By using the Teams virtual platform the hope is that this is more readily achieved. If you have any concerns about contributing to an Annual Review in this way please contact the [SEN Team](#) to discuss this:

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