Child’s Name:

DOB:

Date of meeting:

Present:

Purpose of meeting:

**Progress in learning and what works:**

**Profile of need and current adjustments / supports:**

*Please give an account of strategies tried and supports that have been accessed using evaluative language with evidence of what strategies / supports have worked and why. Equally, clear evidence of why some may not have worked. Please include a timeframe for how long strategies and supports have been in place.*

**Evidence of what has been tried and impact (with timescales):**

|  |  |
| --- | --- |
| **Staff Development undertaken** | **Impact** |
|  |  |

**Views of the child / young person:***This must be included for all children regardless of level of need*

**Views of Parent / Carer:**

*These must be included*