

Parent/Carer

23 September 2019

Dear Parent/Carer,

Re: EHC Planning Service update

We are at the start of the second academic year of the H&F EHC Planning Service. So, we thought it helpful to provide you with an update.

Improving the quality of EHC Plans will be one of our main priorities for this academic year. We are currently developing a quality assurance process to support good and consistent quality of EHC Plans across the service.

The annual review process will play a key role in improving the quality of EHC Plans. We need good quality annual review and professional advice to support good quality EHC Plans. So, we have developed guidance for schools on the annual review process and best practice guidance for completing the H&F annual review report. These are available on the local offer: [link](#)

We are also asking schools and colleges to arrange annual reviews for the 2019/20 academic year using the schedule below:

Term	Priority Year Group Secondary	Priority Year Group Nursery/Primary
Autumn Term 2019	Years 9 and 11	Years 3 and 4
Spring Term 2020	Years 7, 10 and 12	Years 1, 2 and 5
Summer Term 2020	Years 8 and 13	Reception and Year 6

We will work with schools and colleges to monitor completion.

If your child or young person is transferring from nursery to reception or primary to secondary school, you would have received a letter from us to confirm your September 2019 school choice. Please remember that you need to get back to us by **11 October 2019**. Please contact the member of the team named in your letter if you would like to discuss.

We will shortly write to young people and parents to explain the process for transferring to college in early September.

At the start of the service, we shared some of the challenges that we inherited and the things that we were doing to resolve them. This include recruiting interim staff to help with the may casework challenges.

It is now over on year and we are re-designing the service to ensure we have a permanent workforce. This may result in staff changes and the reallocation of casework. We are working to minimise the disruption for families and will keep you updated.

Please do let me (Daryle.Mathurin@lbhf.gov.uk) and the team know if you encounter any difficulties during this period of change. You can also contact:

- our SEND duty line **020 8753 1021** and duty mailbox send@lbhf.gov.uk for general enquires.
- Jack O'Donoghue, our EHC Casework Manager oversees day-to-day casework. You can contact Jack via email, Jack.O'Donoghue@lbhf.gov.uk.
- Sheilah Hippolyte, Interim EHCP Coordinator. Sheilah oversees EHC Needs Assessment. You can contact Sheilah via email, Sheilah.Hippolyte@lbhf.gov.uk
- Doreen Agyei, Senior PfA Keyworker. Doreen oversees casework for our 14-25 young people. You can email Doreen via email, Doreen.Agyei@lbhf.gov.uk
- Zaynab Alfadhl, Senior SEN Caseworker. Zaynab oversees casework to support the completion to support our statutory work. You can contact Zaynab via email, Zaynab.Alfadhl@lbhf.gov.uk
- Dionysia Lali, Senior SEND Tribunals and Mediations Officer. Dionysia oversees the coordination of SEND Tribunal appeals, mediation meetings and resolution of concerns. You can contact Dionysia via email, Dionysia.Lali@lbhf.gov.uk

I want to hear your experience directly, so please let me know when we get things wrong, as well as when we get them right. We will work with you to remedy any shortcomings and learn to avoid a repeat.

Regards,



Daryle Mathurin
Head of Service, EHC Planning