

APPENDIX 5

To be completed following planning with Rose Ward and Sally Morrison								
Project plan	Weeks							
	13-Sep	20-Sep	27-Sep	04-Oct	11-Oct	18-Oct	25-Oct	01-Nov
Planning								
Start offering meetings - not yet clear when they can start, to be discussed with RW and SM								
Lead in time for parent meetings (draft only - TBC after conversations with RW)								
	Weeks							
	1	2	3	4	5			
Parent agrees to take part in meeting - clock starts								
Meeting arranged								
All to prep - inc. SENDIAS with parent								
Meeting takes place within 4 weeks of parent agreeing to it								
Email sent to parent and all attending to confirm what was said - within 3 working days								
Any follow up decisions made within X working days of meeting								

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