

2nd December 2020

**This is an important message about using the EHC Hub for Annual Reviews**

Dear Parents/Carers

Firstly, we hope this communication finds you safe and well during these challenging times.

You may have seen or had communication with your child’s education setting about how we are conducting Annual Reviews of Education Health and Care Plans for the remainder of this academic year. In order for us to carry out work to improve both the quality and timeliness of annual reviews in our County, we have asked people to temporarily stop using the EHC Hub only for annual reviews to allow us to complete this project and ensure all our systems are reset ready for the new academic year in September 2021.

We can reassure you that your child’s annual review will still be carried out and you as well as the professionals involved with your child will still be asked to contribute. All settings have been informed how they now need to the submit reports to us.

The Hub will continue to be used as normal for new assessments and for those Annual Reviews that have been started and are already in progress on the Hub. During this period we will also be looking at how we can further develop our systems and processes to ensure that by September 2021 we are able to use the Hub once again for all annual reviews.

In the meantime, your child’s setting will be able to provide you with information about the annual review process and provide any support you may need in readiness for your child’s annual review. Further information about Annual Reviews can be found on the Local Offer [This is the link](https://www.staffordshireconnects.info/kb5/staffordshire/directory/document.page?id=qvSZlAzqWII) and also SENDIASS website <https://www.staffs-iass.org/home.aspx>

Thank you for your continued support. We look forward to working with you.

Many thanks

**SEND Assessment and Planning Team**