



**Education & Children's Services**  
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## **Leaflet 4: What is a Child or Young Person's Plan Meeting?**

This is a meeting to consider your child's additional support needs and wellbeing. It will note what the needs are and record the plan to support your child.

### **Who will be at the meeting?**

The meeting will be chaired by the Headteacher, another school or Early Learning and Childcare (ELC) setting manager or a member of staff chosen by them.

Wherever possible your child should be included in the meeting.

Relevant professionals will be invited to attend. Everyone involved in planning, including parents and carers are referred to as Plan Partners.

It is helpful for you to let the ELC setting or school know of any other professionals working with your child in order for them to be included.

### **What will happen before the meeting?**

- You should receive an invitation which gives the time and place of the meeting and those who are invited to attend, you can choose to bring someone with you
- You should contact the ELC setting or school as soon as possible if you are unable to attend the meeting
- If possible the meeting may be rescheduled but can still go ahead in certain circumstances
- Your child's views may be gathered and noted
- You and all plan partners will be invited to attend and/or provide information to contribute to a 'Summary of Information' form will be sent out on which you can record your views. This information may be entered on to the Child or Young Person's Plan (CYPP) beforehand and then be shared and discussed at the meeting.

## **What happens at the meeting?**

The purpose of a Child or Young Person's Plan meeting is to identify additional support needs and to address any unmet needs by agreeing appropriate outcomes.

- There is a set agenda for a Child or Young Person's Plan meeting
- The chairperson will lead the discussion and make sure that everyone gets a chance to make their views known
- You can give your opinion and ask questions during the meeting
- Personal details will be checked to make sure they are correct
- Information gathered regarding your child's strengths, wellbeing and development needs will be shared, discussed and updated
- Sometimes plan partners will have written reports that they will talk about
- You and your child's views will be shared and recorded and taken into account in the plan
- Any disagreements will be noted on the plan
- A date to review the plan will be agreed
- A plan will only be in place for as long as there is a need which requires targeted or specialist support.

## **What happens after the meeting?**

All plan partners will receive a copy of the CYPP. You may be asked to sign a copy of the plan for your child's records.

## **How often are meetings held?**

- If there is a significant change in the child's needs or the agreed plan to meet their needs this would be an appropriate time to review the plan early
- Agreed timescales will indicate when it is appropriate to review the outcomes
- You can ask at any stage for a meeting to be held
- Where a Coordinated Support Plan has been prepared, there must be a Child or Young Person's Plan meeting at least once a year
- Where a child or young person is Looked After a six monthly review meeting is held
- A review of short term outcomes may be required between Child or Young Person's Plan meetings

**Further information is available from:**

- Staff in the school or Early Learning and Childcare(ELC) setting who know your child
- The Inclusion Service in Perth and Kinross Council ([ASN@pkc.gov.uk](mailto:ASN@pkc.gov.uk) or Customer Service Centre 01738 475000)
- Getting It Right <https://www.gov.scot/policies/girfec/principles-and-values/>
- Enquire Helpline on 0845 123 2303, [www.enquire.org.uk](http://www.enquire.org.uk) or [info@enquire.org.uk](mailto:info@enquire.org.uk)
- <http://www.legislation.gov.uk/asp/2009/7/contents>
- Other leaflets in this series on the [PKC website](#).