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Description automatically generated**Gaining the views of children & young people and parent/carers for Annual Reviews (COVID-19 Advice)**

During this time of social distancing, schools should ensure that the views of parents/carers and children & young people (CYP) continue to be gathered as part of the annual review process.

It is important to acknowledge that things are very different for CYP at the moment. In addition to questions about their provision, consider also asking them: “How are you feeling?” “What have you found easy?” “What are you finding difficult at the moment?”

**How can I gain views of pupils?**

If the CYP is not currently in your setting, you may wish to consider using the following:

|  |  |  |  |
| --- | --- | --- | --- |
| * **Video Call** | * **Telephone** | * **Email** | * **Online Survey** |

**What questions do I need to ask?**

* **What is important to you now?** i.e. anything that would cause distress if it were not there
* **What is important to you in the future?** i.e. transition into KS2/3/4/5; preparation for adulthood
* **What is working in school this year? What would you keep the same?** i.e. strengths, 3 houses
* **What is not working in school this year? What would you change?** i.e. difficulties; What would you like to be better at? What things don’t you enjoy? What doesn’t help?!
* **What helps you?** (best ways to support) i.e. interventions, provision

**What can we use to support in gaining their views?**

* **Pupil and Parent Views Prompt Sheet** (see below) – You may use this template to return views to us as part of the Annual Review.
* **Social Stories** – This may help some children to understand why we have to do the Annual Review differently and what is different about it.
* **Rating Scales** – These are a visual aid to help CYP understand how they are feeling.
* **Pupil Views Toolkit, AET Progression Framework Priorities Questionnaire & All About Me Questions** – These provide more detailed ideas about questions to ask and how to ask them.
* **‘PfA Outcomes Across the Age Ranges’ and ‘Key topics to cover from year 9’ Documents** – These are particularly useful for CYP from Year 9 onwards but are also helpful to consider from an early age.

**All of these documents can be found on the Access to Education website here:**

**https://accesstoeducation.birmingham.gov.uk/senco-zone-home/#tab\_annual-reviews-(covid-19-advice)**

**Please contact your SEN Advisory Teams if you would like further advice about how best to gain the views of your pupils and their parents/carers remotely.**

**Pupil and Parent Views Prompt Sheet**

**What’s important to the young person now?**

**Young person’s views…**

**Parent/carer views…**

**What’s important to the young person in the future?**

**Young person’s views…**

**Parent/carer views…**

**What’s working well and needs to stay the same?**

**Young person’s views…**

**Parent/carer views…**

**What’s not working well and needs to be changed?**

**Young person’s views…**

**Parent/carer views…**