

If you have any questions about this leaflet then you can speak to one of the senior leaders:



Mr. Elliott



Miss McGuirk,



Mrs. Boardman,



Mrs. Fitton,



Mrs. Thomas

As one of our pupils you are central to all that we do at Trinity Fields.

We believe that each one of you is unique and special and that you should have access to the best teaching and resources to help you learn.

We will work with your parents/carers to make sure that you learn and make progress.

We will let you know when your Annual Review will take place and staff will work with you to help you prepare for your meeting.

Trinity Fields is a Rights Respecting School.

As a Rights Respecting School we are committed to the principles and values of the United Nation Conventions for the Rights of the Pupil (UNCRC).

This policy enables all pupils to access and enjoy the following articles of the convention:

Article 28:

Every pupil has the right to an education.

Article 29:

Education must develop every pupil's personality, talents and abilities to the full.

Article 42:

Every pupil has the right to know their rights.

*Working together in a changing world,
creating success for all.*

PUPILS' GUIDE to



Annual Reviews

What is an Annual Review?

Every year we have a meeting to talk with you, your parents/carers and others. We talk about:

- your Statement of Special Educational Needs; this is a legal document and we all have to make sure that the right support is in place to help you learn and make progress;
- the progress you have made over the past year;
- your IEP targets and how well you have done.

Who comes to your meeting?

- Parents/carers;
- Class teacher and/or a Senior Leader;
- Someone from the Local Authority, such as an Education Psychologist;
- Sometimes our speech and language therapist or physiotherapist will attend, especially if they work with you;
- Adult services and/or Careers Wales;
- Cath Farmer will also attend and take notes of the meeting.

What happens at the meeting?

- Your meeting will be led by your class teacher or a Senior Leader.
- You will start the meeting by talking about your progress and all your achievements.
- You can show your progress and achievements to others in different ways. For example: photos or video clips.
- After this your parents/carers and others will talk about your progress and achievements.
- At the end of the meeting you will be able to tell us what you want to learn and achieve next.
- We will agree some action points.

What else happens?

We talk about your statement and whether it should be kept as it is, be removed, or that some changes need to be made if:

- your needs have changed;
- you need different support to help you learn and achieve;
- you are moving to a different school;
- you are in Yr 5 or Yr 9.

After the Review

- Cath will write a report and send it to:
 - * Caerphilly local authority,
 - * your parents/carers,
 - * and to the other people who came to your review.
- Caerphilly local authority will decide if any changes need to be made to your Statement.
- Any changes will be put in writing and your parents/carers will have a copy

Changes to your Statement

- If your Statement needs to be changed then a new one will be sent out.
- Changes can be made to this during the following 15 days.
- A meeting can be held to talk about the changes to your Statement.

Other staff in Caerphilly local authority who can help are:

Irene Yendle and Jane Jones