

[Pupil Voice](#)

This resource will help you support pupils with an EHCP to contribute to their PCR meeting.

PUPIL VOICE

Facilitating Pupils with EHCPs to Contribute to their Person-Centred Review (PCR) Meeting

From our school SEND audits with SENCOs, we know that schools need more guidance and resources in this area. Read on to for some ideas and practical tools to help improve this process at your school.

The SEND Code of Practice 2015 made it very clear, pupils and their families, **should** be at the heart of decision making when it comes to planning how schools intend to meet a child or young person's specific individual needs.

Pupils need to be actively involved in this process; they should have the chance to say how they think they have got on since their last meeting, and be able to make suggestions about what they want to achieve, and how they would like to be supported, during the next cycle.

This needs to be done carefully and in good time for the actual meeting.

Meetings should be termly, with one comprehensive annual review to plan for the next yearly cycle. This meeting is statutory and should include the pupil, parents/carers, SENCO, teacher, local education authority's SEND officer, and any other professionals who have been involved in delivering the plan during the year.

Invitations need to be sent out in good time so that if any party cannot attend in person, they can contribute their views in writing, including the pupil or young person who may not feel comfortable to take part in the actual meeting.

A person-centred approach is essential.

WHAT IS A PERSON-CENTRED APPROACH?

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Being 'Person-Centred' is a way of:

- Thinking of things from the child's point of view
- Listening to what the young person wants, helping plan **with** them - not **for** them
- Enabling children/young people to think about what **THEY** want, now and in the future
- Supporting children to plan their lives, work towards their goals and get the right support

So How Does this Happen in Practice?

Following the graduated approach will provide a useful framework for setting out how you can achieve this, like everything else, planning is key.

THE GRADUATED APPROACH

The pupil will need to know that their meeting is coming up, make a point of adding it to their timetable, diary, or calendar so that they have a visual reminder of the date.

They will need time to think and reflect about their progress over the past year or term so plan for this to happen in good time before the date of the meeting. Arrange a 1:1 session with a supportive adult a week before the meeting to help the pupil engage positively in the process.

Remember too, you will also need to ask parents and professionals for their views prior to the meeting, sending out the relevant documents in good time.

The structure and content of this meeting will differ from one individual to the next, you know your pupil well, try to ensure that you are utilising the best methods to gauge their views. This could be a recorded conversation, a video of them talking (answering questions), a piece of writing, completing a form with questions, a series of drawings, a poster, even a piece of drama, art, or music. Do whatever works for that person.

For children and young people with communication difficulties who would have difficulty expressing their thoughts, use visuals to find out what they are interested in, do not assume you know. Forced choices of two are a good start.

Older or more independent pupils may be able to complete a self-evaluation form at home, however they would benefit, like all pupils, from having pointers to help stay to focused on the important things.

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Waltham Forest have produced a wealth of differentiated resources to help you engage pupils in the PCR process. You will find them by clicking on the link below and choosing the following headings:

- *Resources and Leaflets*
- *Speech Language and Communication Needs Resources*

<https://www.walthamforest.gov.uk/content/person-centred-planning>

For more general information about the EHCP procedures please visit the website below:

<https://www.walthamforest.gov.uk/content/step-1-send-support-1>

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