

 **Annual Review /EHC Conversion Meeting**

 Date:

 Student:

 Equipment:

I can confirm that the above named student has had an Assessment from SERC, and as a result they have been provided with the following equipment;

We are only funded 1 day a week (Teacher) and 4 x days (Technician) to support over 100 Schools and Services/Parents, so we are unable to attend meetings and Reviews.

However this student is actively supported by us, which means we Review yearly the equipment they have, and Schools are able to contact us at any stage during the year if there is an issue with the provision.

As a result of the meeting /Review there are new needs/issues identified please do not hesitate to contact us at SERC and we will endeavour to help.

**SERC Team**

**Tel: 0208 503 8773**

**Email:** **admin.serc@newbridge.redbridge.sch.uk**