

# Early Years Consultation Meetings

Early Years Team / Educational Psychology Service

2020-2021

The Early Years Team and the Education Psychology Service are offering advice, information and guidance to early years practitioners in the form of Consultation meetings.

The meetings have been arranged in each locality and will need to be booked. Details are available on the VLE.

## What is a consultation meeting?

The meetings will provide Early Years Practitioners with an opportunity to meet with an Early Intervention Officer (EIO) and an Educational Psychologist to discuss children who are presenting with more complex and challenging additional needs and are already subject to a support plan. You may also be currently working with an EIO.



Through joint discussion, settings will access more strategies and advice to implement in supporting the child through a Plan, Do and Review process. The meetings are in addition to the programme of surgeries available.

## How long do they last?

You can book a half hour session to discuss one child or up to an hour session for several children.

## Am I limited to the number of meetings I can attend?

There are currently no restrictions on the number of meetings you can attend. Only one child can be discussed in each 30 minute appointment.

## What happens after a meeting?

It is the responsibility of practitioners attending meetings to make any notes and to record any agreed actions.

## What do I bring to a consultation meeting?

Prior to attending a meeting the Early Years Practitioner will need to complete some simple paperwork which is available on the VLE. This can also be emailed directly by contacting [earlyyears@southglos.gov.uk](mailto:earlyyears@southglos.gov.uk) or 01454 863355. Please be specific about it being a Consultation meeting pro-forma that you require.

It is vital that signed parental permission is obtained **before** booking a meeting. The form is part of the paperwork available as detailed above.

You should bring:

- Signed parental permissions (as detailed above)
- Completed Consultation paperwork (as detailed above)
- Observation records for the child
- The Learning Diary
- SEN Support plans and reviews
- Copies of reports from other professionals
- Any parental partnership work / home learning undertaken.

[Telephone 01454 863355](tel:01454863355) to reserve a space