

## Notes for using 'All About Me' template

### Person Centred Reviews

#### Suggested steps for using the Word at Annual or Transfer Reviews

1. The young person completes the Word before the meeting, either at home or at school. This could be with the help of a parent, friend or Teaching Assistant.
2. The school arranges for the review meetings to take place 15 minutes after the end of school, so the child or young person is not worried about any of their friends being around.
3. The young person comes to school reception to collect their visitors and bring them to the meeting room.
4. If the young person would like this, they can choose their favourite music to be playing when people enter the room.
5. The people coming to the meeting 'sign in', each using a different coloured marker pen.
6. If the young person is happy to do this, they can serve everyone their favourite drink and snack (they could for example have a budget of £4)
7. The young person can go through their Word presentation, either on their own or with the help they choose (eg their parent or a TA)
8. The school put flip chart paper up on the wall with 'Important to', 'important for', 'what the young person likes', 'what support', 'what works.'
9. Everyone at the review meeting walks around the walls putting their ideas on the sheets. The professionals in the room can take it in turns to speak to both the young person and their parents to help them to get more information put on the flip chart sheets.
10. Everyone sits down in a semi-circle and discusses what has been written. The different colour pens help to see who has written what.