



School Site: Chanctonbury Road, Burgess Hill, West Sussex, RH15 9EY
College Site: Birchwood Grove Road, Burgess Hill, West Sussex, RH15 0DP
Tel: 01444 244133 **Email:** office@woodlandsmeed.co.uk
Headteacher: Mr Adam Rowland

12 March 2026

Dear Parent / Guardian

Re: Year 10 Annual Review

Your child is due to have their Year 10 Annual Review in the Summer term, followed by their Year 11 Transition Annual Review in the Autumn term 2026.

Due to staffing changes—your child's current class teacher leaving at Easter and a new teacher joining Woodlands Meed for the Summer term—we are proposing to combine the Year 10 and Year 11 Annual Reviews.

This would mean holding one Transition Annual Review in the Autumn term 2026. Please note that West Sussex SENAT (Special Needs Assessment Team) only update your child's EHCP following a Year 11 review.

In the meantime, you will have the opportunity to meet your child's new class teacher at the Summer Term Parents' Evening on 7th July.

If you would prefer your child to have both a Year 10 and a Year 11 Annual Review separately, please contact Emma Harvey on 01444 244133 or at eharvey@woodlandsmeed.co.uk

Thanks for your understanding

Sincerely

Gillian Barton, Deputy Head SEND