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| **Children’s Services** |  | |
| **Jo Fisher: Director of Children’s** |  | |
| **Safeguarding and Specialist Services** |  | |
| **PRIVATE & CONFIDENTIAL**  **ADDRESSEE ONLY** |  | |
|  | **0 – 25 Together** | |
| Children’s Services | |
| Hertfordshire County Council | |
| Farnham House | |
|  | **Six Hills Way** |
|  |  | **Stevenage** |
|  |  | **Hertfordshire** |
|  |  | **SG1 2FQ** |
|  |  | **Tel: 0300 1234043** |
|  |  |  |

Dear, XXXX

**Re: (young person’s name)**

The letter confirms that your child has now moved to our Short Break Review Team.By moving to the Short Break Review Team, your child will be reviewed annually. Please be assured that the *current service provision in place will continue as normal*. Your child will be supported by a family practitioner who will be in touch to arrange your child’s Short Break Annual Review when the time comes. They will also provide their contact details should you need to speak to them. Wherever possible we will aim to hold the review alongside the annual EHCP review.

If before the annual review you have concerns about your child or are experiencing a significant change of circumstances that is adversely impacting you and your child, please contact the assigned family practitioner or if they are not available, contact us via The Central Team on 01438 845258. You do not have to wait for the annual review to discuss your concerns or change in circumstances. Should you contact us before the annual review, we will decide if the concern can be dealt with in the future review, or if the review should be brought forward. We will attempt to resolve any concerns quickly but if the matter is particularly complex and we think you need more urgent support which cannot be addressed via the annual review process, the case will step back to the relevant Locality Team within the 0 – 25 Together Services Team.

Yours sincerely

**Name**

**Designation.**