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| --- | --- |
|  Name: |  |
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| Our Ref: |  |

**STRICTLY CONFIDENTIAL**

1 July 2021

Dear

**##MAILMERGE**

**Looked After Review**

**Child:**

A Looked After Review has been arranged to discuss the above child's Care Plan. A Review is an opportunity to make plans and decisions which will be important to you and the child. I hope you make every effort to attend this meeting concerning them.

The meeting details are as follows:

**Date and Time of Review:**

**Venue:**

If you have any questions or concerns regarding the meeting, please contact the Social Worker involved in the child's case.

**Given the current situation in relation to COVID-19 this meeting will be held virtually.  The Social Worker or IRO will be in contact with you nearer to the meeting to advise you of how this meeting will be held and to arrange how you will be able to input into this.**

If you have any special communication/disability requirements which need to be taken into consideration for your attendance at the meeting, please advise prior to the meeting any requirements you may have.

All information shared in relation to this meeting in written and verbal form is confidential and may refer to others e.g. third parties. The information will be given to you on the understanding that it will remain confidential and will not be shared with anyone else in any form, including any form of copying or being placed on networking sites such as Facebook and Twitter.  The only exception to this is if parents wish to share this information with their solicitor. Any breach of this confidentiality may result in legal proceedings being taken by the Council.

Yours sincerely

**Independent Reviewing Officer**