**What to expect when you attend the Primary Inclusion Panel 2021-22?**

**Prior to PIP**

Paperwork needs to be submitted to Anycomms at least 5 working days prior to PIP to secure a place at the Primary Inclusion Panel, once the paperwork has been screened either Genine Nuttall (Exclusion Officer) will contact you to talk about the referral, or Kay Kenney (PIP Business Support) will contact you to provide you with a time slot. Please complete all aspects of the referral form including the scaling question and genogram. There is also a Speech & Language (SALT) screening form if you think that involvement from their service could be helpful. Both documents need parental consent.

You will be allocated a 30-minute slot during the day. 2021-22 PIP meetings will be conducted virtually and you will also be sent a Microsoft Teams link to join. The chair will put you in the meeting room if the previous case is still in session. As far as possible, we will try to keep to time.

All Panel members will have had a copy of the information that you have submitted a week before the Panel date. This allows Panel members to gather their own information about the pupil, which they can share at the Panel meeting. Each case is also briefly discussed on the morning of PIP to bring any additional information gathered from services.

**PIP meeting**

Panel members will have their name and service on screen:

* *Chair of Panel -* Ian Read (Locality B) – **Headteacher**, Watercliffe Meadow
* Genine Nuttall – **Exclusion and Reintegration Officer**, Sheffield City Council
* Adrian Boyer – **Sheffield Inclusion Centre** – Deputy headteacher
* Izzy Macdonald – **Educational Psychologist**, Sheffield City Council
* Tracey Rice – **Commission**, **Inclusion and Learning Service**
* Emily Taaffe – **MAST North Assistant Manager**
* Joanne Holt - **Community Youth Team**
* Jess Mardell **– Speech and Language Therapy Service**
* Becky Towle – **Social Care** Assistant Service Director
* Sam Maher **- CAMHS**
* Kay Kenney – **Business support**
* On each Panel there are also 2/3 slots for observers

It can be quite overwhelming to have a screen full of faces greeting you, as in addition to the above there are often sometimes observers of Panel too – but everyone is friendly and there to help. (Observers are often people from different agencies linked to the above who want to see how the process works)

The chair will welcome you to the meeting and ask you to give a fairly brief overview of the family followed by any updates since the paperwork was submitted. The paperwork and discussion follow a signs of safety approach building on the strengths of the school, the child and the family where possible. Panel members may ask you questions, and they could also provide you with additional information that is known to their service.

**After PIP**

An action plan will be created during the discussion. This will be done using the referral form the school submitted to Panel and built on during the meeting. The action plan will outline actions that have been recommended, who will complete the action and by when. This plan will be summarised at the end of the meeting and then sent back to school via Anycomms within 7 working days, along with a letter explain the meeting and actions for parents/carers.

Panel will ask you to update Genine Nuttall after 2 months, this can be done via email genine.nuttall@sheffield.gov.uk or calling 0114 2736197. If further support is required following PIP or at any point in the year, Genine will advise of the next steps. A brief survey will also be sent to the designated person at school, please complete this and return to Genine or Kay. Your feedback on Panel and subsequently any impact on the pupil you brought to Panel is really helpful to us in order to help improve how PIP runs and the actions following it. Your feedback genuinely matters!