Subject: Your Request for a Person-Centred Planning (PCP) Meeting for [*Child’s Name*]

Dear [*Parent/Carer’s Name*],

Thank you for your request to hold a Person-Centred Planning (PCP) meeting for [*Child’s Name*]. We understand how important it is to come together to discuss your child’s needs and aspirations.

To help us arrange the meeting, please could you let us know:

* Your availability over the next two weeks
* Any particular topics or concerns you want to focus on
* Whether [*Child’s Name*] will be attending the meeting, and if any support is needed for them to participate

Once we have this information, we will coordinate with relevant staff and confirm a date and time that works for everyone. We will also share details on how to prepare for the meeting.

Please feel free to contact me if you have any questions.

We look forward to working together to support [*Child’s Name*].

Kind regards,

[*Your Name*]

[*Your Role*]

[*School Name*]

[*Contact Details*]