

Oaklands School



What is a CYPPM

Also called the review, the CPM or the YPPM

CYPPM stands for Child Young Person Planning Meeting,

CPM stands for Child Planning Meeting, and

YPPM stands for Young Person Planning Meeting

What it is

This is when all the professionals involved in the care, support and education of the child or the young person meet together to discuss how things are going and how things can be improved. At Oaklands School, parents are always invited to these meetings and if the young person is 16 years old or older, they can also attend and share their views.

Who will be there

These may include:

- EDUCATION: The Class Teacher, the Head Teacher or the Depute Head Teacher, the Family Link Worker, the Educational Psychologist, the Sports Coach, the Rebound Therapist
- HEALTH: The school nurse, the school Physiotherapist, the school Speech and Language Therapist, community nurse, community Occupational Therapist, dietitian, respite worker, respite nurse, GP, consultant
- SOCIAL CARE: social worker, transition social worker, support worker, advocacy worker, charity worker, hospice worker

- OTHER: a friend, a family member, a pastor, an interpreter

Often, in practice, only a few of these professionals attend. Please let the school know the details of any professional, family member or a friend you would like to attend. Often schools don't have the full list of individuals involved in the care and may unintentionally miss them out when sending out the invites.

Who organises it

The school will organise these meetings on a yearly basis, however you can request a meeting at any time if you have any concerns, your family's needs have changed, or you are unsure about something. The other agencies, such as the social work or healthcare professionals can also request a meeting at any time. The school may also organise a meeting if there are any new concerns or if things have changed.

What are my rights

1. You have the right to be heard
2. You have the right to invite anyone you like to these meetings (please inform the school beforehand to allow time to send out the invitations)
3. You can bring a friend or a relative along for support
4. Both parents are welcome to attend
5. You have the right to ask questions
6. You have the right to disagree and to request a second opinion

7. You have the right to refuse to attend these meetings (in that case, the meeting may go ahead without you, but you will be sent the minutes)
8. You have the right to know the agenda of the meeting ahead of time
9. You have the right to request special adjustments to be made to accommodate you or any of your guests
10. You have the right to make notes and to request a copy of any documents

What will be discussed

Everyone will have a chance to speak to say what is going well and to list any concerns they may have. Any concerns raised will be discussed and either a plan will be formulated, or a solution will be reached. Sometimes this means getting a second opinion, referring to an organisation that can help or requesting an assessment to be done. An appropriate plan of action will be made, and this will be noted in the minutes.

Will I know what had been done following the meeting

Some time after the meeting, you will be sent the minutes. At the bottom of the form you will see the action points or a list of things to be done. You will also see names or designations of the people who need to do those things. You can get in touch with them directly to ask for an update. You can also request an update directly from the school.

If you've got any questions, concerns or suggestions, please get in touch with the Family Link Worker team by phoning **0131 315 8100**.

You can also text or phone **07729080271**