
From:

Sent: 30 August 2022 08:12

To:

Subject: RE: Letter for further comment

Importance: High

Morning everyone

Just for clarity [redacted] Child's Plan information was brought by Pear Tree former acting Manager, to [redacted] CPM on Monday [redacted]. This was requested by [redacted] parents but refused with PT stating that this needed to be requested by the Council. I duly did this resulting in [redacted] basic info being handed over to the family in the meeting. I again asked [redacted] for [redacted] Child Plan. [redacted] was planning to bring it to [redacted] CPM on [redacted]. However the nurseries were closed [redacted] and [redacted] did not attend the meeting after mutual discussion. A member of the PT staff dropped the Plan off at JMH and I collected it at 9am on [redacted] prior to [redacted] CPM. Both files held only basic information and did not include any of the specifics asked for e.g. Positive Support Plans, strategies/evaluations/next steps or successive risk assessments. It did contain the [redacted] which has been written by [redacted] to support the children. However this plan was not consistently applied by staff in PT to support the children.

I hope this helps clarify the paragraph around that that is currently in yellow.

Many thanks

Warmest regards

Quality Improvement Officer (Early Years)

Believe, Achieve, Strive for Excellence and Care for All

From:

Sent: 30 August 2022 07:11

To

Subject: RE: Letter for further comment

Just a couple of amendments for consistency from me. I'm happy with the rest.

Head of Education

East Lothian Council

John Muir House

Haddington EH41 3HA.

From:

Sent: 29 August 2022 16:17

To:

Subject: RE: Letter for further comment

I have accepted your changes and made some further tweaks highlighted in yellow. I may have gone too far so feel free to delete or change.

Colleagues – I appreciate some of you had already signed off the version but grateful if you could review this further version updated since the email from on Friday

Kind regards,

**Executive Director - Education & Children's Services
East Lothian Council
John Muir House
Haddington
EH41 3HA**