# Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent/Carer,

**Developing an individual healthcare plan for your child**

Thank you for informing us of your child’s medical condition. I enclose a copy of the settings policy for supporting children with medical conditions for your information.

We wish to develop an individual healthcare plan, setting out what support your child needs and how this will be provided. Individual healthcare plans are developed in partnership between the early years setting, parents, and the relevant healthcare professional who can advise on your child’s needs. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

As discussed, a meeting to start the process of developing your child’s individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting.

Please do not hesitate to contact us if you require any further information.

Yours sincerely