

Barnet Children and Young People's Strategic Partnership Board

contact: Lead Professional/ Key Worker/ CAF Assessor
to fill in their contact details and date etc. here

tel:

fax:

email:

date:

our reference:

your reference:

Dear

Re: Team Around the Child (TAC)/Family Meeting

For:

Date of birth:

Address:

I am writing this letter to you in my role as your child's key worker/Lead Professional/CAF Assessor (delete as appropriate) to confirm the arrangements for the Team Around the Child/Family Meeting.

This will take place:

At:

Date:

Time:

As previously agreed with you, the following professionals have been invited/or asked to provide information and suggestions if unable to be present:

Just to remind you of our earlier discussion, the purpose of the Team Around the Child/Family meeting is to:

- provide you and the other practitioners working with you/or about to work with you, the opportunity to discuss and identify you /your child's needs.
- help everyone to plan how they can best work together to support you and your family, so that support offered to you is well coordinated.
- ensure that a clear action plan is created of how best to meet you/your child's needs.
- ensure that a Lead Professional is agreed. (This person will act as the main point of contact for you/ your child and make sure that the action plan is kept on track).

Please let me know if you have any queries or concerns about the Team Around the Child/Family Meeting, or if you think that you may have difficulties attending. You can contact me on the telephone number or email address as above.

I look forward to seeing you at the Meeting.

Yours Sincerely