Dear ..................

**Integrated review [insert child’s name here]**

I am writing to you because your child has just turned two and at this age they are offered two development reviews. One is carried out by the NHS at around 27 months, usually by a Community Nursery Nurse and is called the health and development review. And the other is carried out by us, your child’s childcare provider and is called an Early Years Foundation Stage Progress Check at age two.

The reviews focus on different areas but both will look at your child’s development, identify their strengths and see if they need extra support in any areas so both are important.

Each review is carried out separately but we will complete the EYFS Progress Check at Age two and meet with you before the health and development review happens when your child is 27 months old. We ask you to please bring along your child’s personal child health record (red book) when we meet so we can complete the necessary paperwork. You will then take the red book to your child’s health and development review so the Community Nursery Nurse can look at the information. If the Community Nursery Nurse thinks your child needs more support then we can all work together to make sure that happens.

Your child’s key person, **[insert child’s key person’s name here]**, will be completing the early years progress check soon. We would like to invite you to a meeting on **[insert date, time and location here]** to talk through the review and give you a written summary.

If you cannot make this meeting, please call us on **[insert your telephone number here]** to arrange another time. The NHS will contact you separately to arrange your child’s health and development review.

Please talk to us if you have any questions or concerns.

Yours sincerely

Manager of the setting