**Joint assessment meetings (JAMs)**

Please see below three slightly modified scripts for parent, settings and professionals to introduce JAMs. Please feel free to adapt further, according to the circumstances. The scripts can also be used to formulate a letter, or as an introduction at Early Years LIFTs.

**Parent:**

You have been invited to a joint assessment meeting (JAM) as part of the statutory assessment work for your child. Kent Educational Psychology Service is developing a new way of providing advice for statutory assessments which involves working with parents, carers, setting staff and other professionals to jointly produce a description of a child's strengths and barriers to learning. We ask you and those closest to your child about what would be important to achieve in the next year or two and we work together to shape these into clear, realistic and measurable outcomes. We then jointly plan the strategies and interventions that are necessary in order to achieve these outcomes.

Prior to the meeting, the Educational Psychologist may carry out observation or assessment work with your child. They will add information from this into the joint assessment, alongside information from others at the meeting, as well as asking questions during the meeting to elicit as full a picture of your child as possible.

The meeting takes about two hours. You don't need to do anything to prepare for this meeting as all you need to bring is the knowledge that you already have of your child. We hope that this way of working allows the opportunity for all those involved to develop a joint understanding, both of your child's needs, and the support required to meet those needs.

We will be contacting your child’s nursery setting in the next few days to look at possible dates for the joint assessment meeting. A member of staff will be in contact with you to find suitable dates.

**Setting:**

You have been invited to a joint assessment meeting (JAM) as part of the statutory assessment work for (name of child). Kent Educational Psychology Service is developing a new way of providing advice for statutory assessments which involves working with parents, carers, setting staff and other professionals to jointly produce a description of a child's strengths and barriers to learning. We ask those closest to the child about what they feel it would be important to achieve in the next year or two and we work together to shape these into clear, realistic and measurable outcomes. We then jointly plan the strategies and interventions that are necessary in order to achieve these outcomes.

Prior to the meeting, the Educational Psychologist may carry out observation or assessment work with the child. They will add information from this into the joint assessment, alongside information from others at the meeting, as well as asking questions during the meeting to elicit as full a picture of the child as possible.

The meeting takes about two hours and we need a quiet room where we can use a projector to put up a copy of the document, so that everyone can read it and contribute as we go along. You don't need to do anything to prepare for this meeting as all you need to bring is the knowledge that you already have of the child. We hope that this way of working allows the opportunity for all those involved to develop a joint understanding, both of the child's needs, and the support required to meet those needs.

We will be contacting you in the next few days to look at possible dates for the joint assessment meeting.

**Professionals:**

You have been invited to a joint assessment meeting (JAM) as part of the statutory assessment work for (name of child). Kent Educational Psychology Service is developing a new way of providing advice for statutory assessments which involves working with parents, carers, setting staff and other professionals to jointly produce a description of a child's strengths and barriers to learning. We ask all those involved about what they feel it would be important to achieve in the next year or two and we work together to shape these into clear, realistic and measurable outcomes. We then jointly plan the strategies and interventions that are necessary in order to achieve these outcomes.

Prior to the meeting, the Educational Psychologist may carry out observation or assessment work with the child. They will add information from this into the joint assessment, alongside information from others at the meeting, as well as asking questions during the meeting to elicit as full a picture of the child as possible.

The meeting takes about two hours. You don't need to do anything to prepare for this meeting as all you need to bring is the knowledge that you already have of the child. This may or may not be captured in a report you have already written and may wish to bring with you. We hope that this way of working allows the opportunity for all those involved to develop a joint understanding, both of the child's needs, and the support required to meet those needs.

A member of the nursery setting or EP team will be in touch soon to provide the date this will be taking place / suggest possible dates.