A picture containing logo

Description automatically generated

**SGF14:** Principal/Headteacher Case

Review form

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| --- | --- | --- | --- |
| **Case ID** |  | **Date of review** |  |
| **Principal** |  | **Case Manager** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Structured and easily accessible | |  | | The latest update described is recorded? | | | |  |
| The chronology is clear and concise | |  | | Professional judgment supported by evidence | | | |  |
| Includes all relevant information | |  | | Decisions reached with worker are clearly recorded | | | |  |
| Free from jargon and abbreviations | |  | | Actions are timely | | | |  |
| Separates fact from opinion | |  | | Shows history of events and allows analysis of any patterns | | | |  |
| Structured well, with action logs clearly following the incident? | |  | | Demonstrates effective multi-agency working | | | |  |
| The case shows clearly what level of support the pupil is receiving? | |  | | Referrals are timely? | | | |  |
| **Actions** | | | **Date of review** | | |  | | |
|  | | | | | | | | |
| **Who is responsible for uploading this form to the CPOMS case?** |  | | | | **When will it be uploaded?** | |  | |

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| --- | --- | --- | --- |
| **Principal/HT** | | **Case Manager** | |
| Print Name |  | Print Name |  |
| Signature |  | Signature |  |