

**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 |  |