



SGF14: Principal/Headteacher Case Review form

Case ID		Date of review	
Principal		Case Manager	

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	
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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	