

# Change Programme Partnership LLR

## Leicester City Council - Quarterly Comms plan

### Nov 2023 – June 2024



Quarter	Purpose of comms	Stakeholder Group	Channel	Workstream	Rhythm / Next occurring date
November 2023	Introduction to CPP and what Leicester is leading on	Council staff – SEND and Social Care	Briefing x 2 sessions	CPP programme	23 & 24 Nov
	EHCP template testing planning session	Council staff – SEND and Social Care	Briefing session	EHCP Standardisation	31 Nov
December 2023	Invitation to benchmarking LAIP	Council staff - Quality Inclusion Team, Senior Managers	Mentimeter briefings Local Offer page input	LAIP	12 Dec
	Introduction to CPP and what Leicester is leading on	Schools/ EY settings	Schools e-newsletter	CPP programme	20 Dec
	Introduction to CPP and what Leicester is leading on	Council staff – SEND and Social Care	SCE newsletter	CPP programme	17 Jan
January-March 2024	Create landing page on Local Offer to inform stakeholders of programme	Schools/ young people/ families/ staff	Local Offer page	CPP programme	8 Jan
	Share latest PCF newsletter	Schools/ young people/ families/ staff	Local Offer page	CPP programme	8 Jan
	Information on EHCP template testing and gaining consent	To specific Parents/ Carers involved	Letter	EHCP Standardisation	8 Jan
	Introduce the Change Programme and encourage participation when approached by their LA	Academy Trusts CEO's	Letter (sent by DfE)	CPP programme	8 Jan
	EHCP template testing – pilot information	Council staff – SEND and Social Care	Briefing x 2 sessions	EHCP Standardisation	9 Jan
	Introduce the Change Programme and encourage participation when approached by their LA	School Headteachers	Letter (sent by LCC)	CPP programme	26 Jan
	CPP progress and engagement	SEND and AP Boards, cross partnership representatives	Board Meeting	CPP programme and LAIP	29 Feb
	Invite Primary Schools to participate in Partnerships for Inclusion of Neurodiversity in Schools (PINS) project	School Headteachers	Letter/ leaflet	PINS	1 March
	Update on CPP progress	Schools/ young people/ families/ staff	Local Offer page update	CPP programme	15 Mar
	Update on CPP progress – including survey to influence Local Area Inclusion Plan	Schools/ SENCOs	Briefing session	CPP programme & LAIP	20 Mar

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	Understanding Alternative Provision (AP) used within School settings	Schools/ SEND services	Session	AP	29 Mar
April-June 2024	Update on CPP progress	Schools/ young people/ families/ staff	Local offer page update	CPP programme	6 May
	EHCP template testing - Feedback survey	To specific Parents/ Carers and staff involved	Letter and email	EHCP Standardisation	On-going from March - May
	Local Area Inclusion Plan – review delivery plan	SEND and AP board members	Briefing sessions	LAIP	16 April 18 June
	Local Area Inclusion Plan – review delivery plan	Schools/ young people/ families/ staff	Briefing sessions (TBC)	LAIP	TBC

To receive monthly updates about the Change Programme from the Reaching Excellence and Ambition for all Children (REACH) consortium, please [subscribe here](#).