

Sample letters

Our sample letters are available on the following pages.

Page 2 – invitation letter

Page 3 – did not attend follow up letter

If you wish to obtain an editable MS Word version, please contact:

Integrated Early Years Service
Children's Services Directorate
5th Floor Mulberry Place
5 Clove Crescent
London
E14 2BG

early.years@towerhamlets.gov.uk

Two Year Old Integrated Review

Dear Parent/Guardian of

Re: Two Year Old Integrated Review

Your child is now due their 2 Year Integrated Review. This is a health and development review for all two year olds. It is a valuable opportunity to look at your child's progress.

With this letter you will find an Ages and Stages Questionnaire (ASQ). Before your appointment please have fun with your child trying the activities on the questionnaire, make a note of what you see and anything you would like to talk about at the review.

An appointment has been made for you:

On:

Time:

Place:

At the review you will be able to -

- talk to the integrated review team about your child's development and any concerns you may have
- have a health promotion discussion
- take home a 'Brushing for Life' pack
- have an opportunity for a discussion around parents/carers health and wellbeing
- find out about services for under 5s at your Children's Centre or other early years services available to you and your child

Do not worry, if you would like some advice on how to fill in the ASQ, please ask at your local Children's Centre, early years setting or health visitor.

This review is very important. If you are unable to keep this appointment or need more information please call us on:

We hope it will be an enjoyable session where you and your child will have an opportunity to play. We look forward to meeting you and your child.

Please bring the completed ASQ and your child's Red Book to the appointment

Yours sincerely

The Two Year Old Integrated Review Team

Two Year Old Integrated Review

Dear Parent/Guardian of

Re: New appointments for the Two Year Old Integrated Review

We are sorry that you and your child were unable to attend their 2 Year Integrated Review. This is a health and development review for all two year olds. It is a valuable opportunity to look at your child's progress.

With this letter you will find an Ages and Stages Questionnaire (ASQ). Before your next appointment please have fun with your child trying the activities on the questionnaire, make a note of what you see and anything you would like to talk about at the review.

Another appointment has been made for you:

On:

Time:

Place:

At the review you will be able to -

- talk to the integrated review team about your child's development and any concerns you may have
- have a health promotion discussion
- take home a 'Brushing for Life ' pack
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Do not worry, if you would like some advice on how to fill in the ASQ, please ask at your local Children's Centre, early years setting or health visitor.

This review is very important. If you are unable to keep this appointment or need more information please call us on:

We hope it will be an enjoyable session where you and your child will have an opportunity to play.

We look forward to meeting you and your child.

Please bring the completed ASQ and your child's Red Book to the appointment

Yours sincerely

The Two Year Old Integrated Review Team