



Children and Young
People's Strategic
Partnership

Address
Address
Address

Date

Re: *Child's Name, DOB and Address*

Coordinated Support Meeting

A Common Assessment has been completed for: *child's name*. In order to facilitate appropriate support I wish to invite you to a Coordinated Support Meeting.

The aim of the meeting is to:

- Share information between the family and different agencies
- Identify the strengths and needs within the family
- Identify support and resources that can be offered to *child's name* and his/her family
- Agree an action plan and identify a Lead Professional to co-ordinate the plan

In view of the need for multi-agency support for *child's name*, it is important that all agencies are represented. I would ask that if you are unable to attend that you send a representative from your organisation or alternatively provide written information (see appendix 7 in the CAF Practitioner Toolkit)

Thank you for your support

Date of Meeting:

Time:

Venue:

Please confirm your attendance to: *Your name, agency and contact details*

Yours sincerely

Signature

Practitioner Name/title

Cc. All attendees invited