

SENCo Helpsheet for Parents and Carers

At our school we really want to work in partnership with parents and carers to help us do our very best for your child or young person

As Special Educational Needs Coordinator (SENCo) at your child's school, I will do my very best to:-

1. ensure you are informed if your child or young person is newly identified as needing additional help - usually described as them having special educational needs (SEN)
2. ensure that I am as accessible to parents and carers as possible – details of how to contact me are on this helpsheet (please be aware that I may not always be available immediately)
3. listen to parents and carers and use your information to help in planning support for your child
4. give parents the opportunity to be aware of what you can do at home with your child to echo the support and strategies in school and help to be consistent
5. try to organise meetings with parents at a time to suit everyone who is coming, including parents, and I will carry out the actions agreed at the meeting (or let you know why I cannot)
6. ensure that your child or young person's identified, individual needs are met with appropriate support - regardless of whether they have a diagnosis of a particular condition
7. read any reports about your child, sent to my school by professionals or other services, and act on them as soon as possible after I receive them
8. give parents the opportunity to be involved in what is written in any Individual Education Plan (IEP) and in reviewing your child's progress towards the targets in the plan
9. inform all teaching staff, and others working with your child (for example office, lunch staff), of the child's general special needs, any special support that is needed, and what works for them
10. work with parents and others involved to carefully plan your child's move into my school (or from my school) according to their individual needs

As a parent or carer, it would be helpful if you would keep in touch and:

- a) let the school know if anything has happened that is likely to upset your child or affect your child in school - whether this is likely to be for just one day or for the longer term
- b) tell us if your child's special needs have changed in any way, or if you receive a professional report that may help us in planning to meet your child's needs in school
- c) let us know if you have concerns or worries so that we can try to sort these out together
- d) if you want to meet us, then please make an appointment in advance, whenever possible – it is difficult to talk things through properly in the playground, especially when school staff may have to rush away to deal with something else or to teach a class
- e) when asking for a meeting with the SENCo, please let us know briefly what you want to talk about, when it would be convenient for you to meet, and roughly for how long
- f) if we ask to meet you, please make sure you come along to the meeting or contact us in advance so that we can re-arrange the timing to enable you to be there if possible



This helpsheet was compiled by the PAX Parent Forum
www.pax-parents.org.uk
in partnership with many SENCos from Poole schools