

Setting up a file for your child

It is always a good idea to keep all the information you have about your child in one place. This is particularly true if your child has special educational needs as you may receive a large number of reports and reviews over the course of your child's education. This information may include reports and reviews from a range of agencies and it is much easier to keep track of these if you have a system for filing them. Your knowledge and ease of access to this information will help to empower you in discussions and negotiations about your child's special educational needs.

A file with dividers is a good way to store the information for quick retrieval and referral.

Information to include:

A cover sheet listing key information about your child is handy for quick reference. This could include:

- Your child's school – including contact details
- Class teacher
- SENCo
- Headteacher
- Learning Support Advisory Teacher (LSAT) – name and contact details
- Educational Psychologist (EP) – name and contact details

After that, it might help to organise the information into sections. These could include:

- Education, Health and Care Plan (EHCP) or Statement if your child has one
- Annual Reviews if relevant
- Records of IEPs or other records of SEN Support
- Notes/Records of meetings
- Records of reports/assessments (separate sections for educational and medical reports can be useful)
- Records of school reports

It is useful to file the information in each section in chronological order (date order).

Where can I get further information, advice or support?

Contact the IASS team on:

Phone: 01743 280019 (Open 10am-4pm Monday—Friday)

Web: www.cabshropshire.org.uk

www.facebook.com/IASSShropshire

Email: iass@cabshropshire.org.uk

Address: Fletcher House, 15 College Hill, Shrewsbury, SY1 1LY