

Before the SENCo meeting

The SENCo can act on specific things you've noticed. A general worry is harder to act on, however real it is.

THE EMAIL, TO THE CLASS TEACHER, COPYING THE SENCO

"I'm noticing my daughter is finding several things at school harder than I'd expect, and I'd like to arrange a meeting with the SENCo to discuss what support might be in place."

Write son or child if that fits. The email doesn't need to say any more than this.

THREE TO FIVE THINGS I HAVE NOTICED AT HOME, NUMBERED AND DATED

	Date	What I saw
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

For example: the homework that takes four hours; the Friday-evening collapse; the friend who stopped coming over after Christmas.

WHAT THE SCHOOL IS SEEING

WHAT WE AGREED, AND WHEN WE MEET AGAIN

FOR THE PARENT

You're going in as a colleague, not an opponent. Think of it as the first of several meetings; it doesn't have to settle everything. IPSEA's parent guides on SEN support and the graduated response are the right next read.