

Our Story

Parental contribution to an Education, Health and Care needs assessment (Appendix K1)

Introduction

This guidance is to help you give us the information we need to make a decision about whether to undertake an Education, Health and Care (EHC) needs assessment for your child.

If we decide to carry out an assessment:

- this information will also be sent to all professionals who will contribute to the assessment of your child's needs and will help them understand what you would like for your child
- if we write a plan we will include your views about what is most important to you about your child. You will be able to amend these if you wish during the assessment process.

The headings we are using will help us know what difference you would like an EHC needs assessment and plan to make for your child. It is really useful for us to know about your child's:

- learning achievement and educational progress
- friendships and relationships
- health and wellbeing
- your plans for your child's future.

It is also important for you to tell us what outcomes you want **for** your child and what outcomes are important **to** your child.

Your views are important

Your views will help us make the right decision for your child. We will ask others too, but you know your child best and so it is important to help us understand what you would like to be different for your child and what an EHC plan may need to say for your child.

How should I respond?

You may:

- use the guidelines in this booklet which make suggestions about what to write
or
- write about your child in a letter or a report and send that to us
or
- discuss your views with someone from the Parent Partnership Service, a voluntary agency or someone else such as a relative or friend, and for that person to write down your comments on your behalf.

Talking to someone about your views

If you would like to discuss your views with someone who would be able to offer advice and help about making your contribution to the EHC needs assessment, please contact:

Parent Partnership Service
Children's Services Department
Hampshire County Council
Elizabeth II Court North
Winchester
SO23 8UG

Tel: 01962 845870

Email: enquiries.pps@hants.gov.uk

The following support with your contribution is offered by the Parent Partnership Service, and this is a helpful starting point if you are looking for assistance in getting your thoughts down onto paper. They can help in a variety of ways including:

- telephone support and advice on completing your contribution
- email support and reviewing/commenting on your contribution
- home visits from a parent partnership officer or an independent parental supporter to discuss and help you prepare your contribution.

Suggestions for writing a contribution *Our Story*

These guidelines are to help you make your contribution to your child's assessment. It would be useful if you use the headings we have suggested, as doing so will help us to identify what your child is able to do, tell us your areas of concern and what you would like to be different for your child, and how that will improve things.

Your written contribution may be as short or as long as you wish.

A response form, *Our Story* is enclosed as a loose-leaf insert in this booklet for your use, which you might find helpful. It provides a framework using the headings we have suggested. The form can be downloaded at www.hants.gov.uk/sen-parentpublications.

You may wish to ask someone to help you with your contribution.

Some tips for completing the parent/carers contribution

- This is an important document. It is your assessment of your child and his/her needs.
- Think carefully about what you are going to say about your child.
- Use the guidelines supplied.
- When thoughts come to mind at any time, make a written note, if possible.
- Talk to your partner, friends, relatives – anyone who knows your child.
- It may help to write your views out in draft to begin with.
- You do not have to use the form supplied but, if you do not, it would be helpful to us if you kept to the headings.

- Have it typed/word processed, if possible.
- Be as detailed, but as concise as possible. Summarise key points.
- In your general views about your child, state:
 - what you feel are your child's key needs
 - how you feel those needs should be met.
- If in doubt, please contact the Parent Partnership Service. They are there to help you.

My child's early years – until starting school

You may choose to comment on:

- any issues during pregnancy and/or at birth
- your child as a baby
- who helped you
- any changes which affected your child

What is your child like now?

Learning, achievement and educational progress

You might like to comment on:

- how well he/she is progressing, what skills he/she has and any difficulties
- interest and progress in reading, writing and number skills
- speaking and listening skills
- interest in finding things out
- concentration
- willingness to take part in learning activities
- What is going well?
- What needs to change?
- How will that change make a difference for your child?

Friends and relationships

You might like to comment on:

- friendships with other children
- relationships with you and others in your family
- friendships and relationships outside the home, eg with adults at pre-school school

- cooperation with others
- behaviour
- talking and listening
- What is going well?
- What needs to change?
- How will that change make a difference for your child?

Health and wellbeing

You might like to comment on:

- your child's general health, eg how well your child eats and sleeps.
- Any serious illnesses or periods in hospital, any diagnoses that have been made
- your child's physical skills, eg walking running, writing scribbling drawing
- self help, eg toileting, dressing and undressing feeding him/herself.
- awareness of danger
- how much independence in day to day activities your child shows?
- What is going well?
- What needs to change?
- How will the changes make a difference for your child?

You can download this leaflet at www.hants.gov.uk/sen-parentpublications or request a hard copy by contacting childrens.services@hants.gov.uk or 0845 603 5620.

For a copy of this leaflet in another language or format (eg large print or in an audio format) please contact **0845 603 5620, childrens.services@hants.gov.uk or Textphone 0845 603 5625.**

Calls to 0845 numbers are free on some BT call plans but will cost between 4p (local rate) and 6p (national rate) per minute for BT customers not on a plan. Calls made using other service providers or mobiles may cost more. Alternatively call 01329 225398 – standard and local rates may apply to this number.