2022/2023

Dear Parents/Carers

Please find enclosed a form which we request you complete and return at your earliest convenience **to Miss S Francis (Administration Officer).**

In line with government guidelines and as part of our attempts to continually improve our policies and procedures we need to ensure we gather comprehensive and accurate information regarding pupils’ additional needs to enable us to meet their individual needs and to provide for and monitor groups of pupils.

The information you provide will be treated as confidential and only shared within school if in the best interest of your child. If there is information you wish to restrict to named members of staff then please indicate this on the form.

If you wish to discuss this further please contact me at school.

Yours faithfully

C Codner

**Mrs Claire Codner**

**SENCo**

Enclosure