

PARENT/CARER GUIDANCE TO COMPLETING THE 'OUR STORY' FORM

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) 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 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 education, health and care 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 SEND Information and Advice Support Service (SENDIASS formerly 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 education health and care assessment, please contact:

SENDIASS

11 Orchard Street

Newport

Isle of Wight, PO30 1JZ

Tel: (01983) 825548

Email: sendiass@iow.gov.uk

Web: www.iwpp.co.uk

The following support with your contribution is offered by the SEND Information and Advice Support 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.
- e-mail support and reviewing/commenting on your contribution
- Face to face meeting with 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.

Some tips for completing the parent/carer contribution

- You don't have to complete the form in the order below
- this is an important document. It is your assessment of your child and his/her needs
- take time to think about what are the important things you would like us to know 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, and clear 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 SEND Information and Advice Support Service. They are there to help you.

SECTION A: Personal Details

In this section, please tell us your contact details.

On the relationship circle, tell us about the other people currently in your family's life, for example, siblings, nans and grandads, aunts and uncles, neighbours, friends

SECTION B: OUTCOMES : What you want/hope, as parents, for your child now and in the future

In this section, please tell us what outcomes you want for your child and what outcomes you feel are important to your child – these outcomes could include education, play, health, friendships, sixth form, any further education, independent living and employment

SECTION C: YOUR VIEWS

The wording that is within this section will be used in your child's plan – please keep it as relevant and succinct as possible.

When we are writing the plan we want to include your views as part of it.

From what you have told us, in no more than 250 words, what are the most important things for us to include about your child, this might include: education, play, health, friendships, sixth form, any further education, independent living and employment.

SECTION D: WHAT IS YOUR CHILD LIKE NOW?

This section is looking for information about how well you think your child is progressing in school, what skills/strengths he/she has as well as their difficulties.

- 1) What do you think your child's special educational needs are?
- 2) How do you think these special educational needs can be best provided for?
- 3) How do you compare your child with others of the same age?
- 4) How well do you think he/she is progressing at school?
- 5) Your child's interest and progress in reading, writing and number skills
- 6) Your child's speaking and listening skills
- 7) How interested is your child in finding out about things?
- 8) What's your child's concentration like
- 9) How willing is your child to take part in learning activities?
- 10) What does your child worry about?
- 11) Does your child realise they have difficulties? If so, what are your child's views on how they would like to be helped in school?
- 12) What are your worries or concerns?
- 13) What is going well? What needs to change? How will that change make a difference for your child?

SECTION E: FRIENDS & RELATIONSHIPS

This section is looking at your child's friendships and relationships with others both adults and other children in and out of school.

- 1) Friendships with other children – does your child mix well or stay on their own?
- 2) What is your child's relationship like with you, with brothers/sisters, and extended family members?
- 3) Friendships and relationships outside the home, e.g. with adults at pre-school/school/college
- 4) Does your child co-operate with others e.g. share, listens to and carries out requests, offers to help.
- 5) What are your child's moods generally good or bad, sulking, temper tantrums, or affectionate, behaviour.
- 6) Talking and listening
- 7) What is going well? What needs to change? How will that change make a difference for your child?

SECTION F: HEALTH & EMOTIONAL WELLBEING

You might like to comment on:

- 1) Your child's general health, e.g. how well your child eats and sleeps.
- 2) Any serious illnesses or periods in hospital, any diagnoses that have been made
- 3) Your child's physical skills e.g. walking, running, writing scribbling drawing
- 4) Self help e.g. toileting, dressing and undressing feeding him/herself.
- 5) Awareness of danger
- 6) How much independence in day to day activities your child shows?
- 7) Your child's ability to empathise with others and to understand and act appropriately in social situations.
- 8) What is going well? What needs to change? How will that change make a difference for your child?

SECTION G: MY CHILD'S EARLY YEARS (BEFORE STARTING SCHOOL)

You may choose to comment on:

- 1) How your pregnancy and birth progressed
- 2) What your child was like as a baby
- 3) When you first felt things were not right
- 4) What happened?
- 5) What advice or help did you receive – who from?
- 6) What your child was like in pre-school. Did you or others have any concerns at this time?
- 7) Any changes that may have affected your child

Please remember to sign and date your 'Our Story'