SENDCo support request

Parent and carer questionnaire

Thank you for getting in touch. You know your child best, and your answers will help us understand your child's strengths, what you have noticed and how we can support them.

Our SENDCo works with families and class teachers to understand additional needs and agree support in school. You do not need a diagnosis to ask for help.

Short answers are absolutely fine. Please tick the boxes that apply.

Child's full name:	Class and year group:
Parent or carer's name:	Relationship to child:
Contact telephone or email:	Date:

1. What would you like us to know about your child?

Tell us about their strengths, interests and what helps them feel happy, safe or confident.

2. Why are you requesting SENDCo support at this time?

Please share your main concerns and a recent example of what you have noticed.

3. Which areas would you like to talk about?

Please tick any that apply.

- ☐ Reading, writing or maths
- ☐ Attention, memory or organisation
- ☐ Feelings, worries or regulation
- ☐ Movement, coordination or handwriting
- ☐ Transitions, changes or attendance
- ☐ Understanding or using language
- ☐ Friendships or social communication
- ☐ Sensory needs (noise, touch or movement)
- ☐ Independence and everyday routines
- ☐ Something else: _____

Understanding your child's needs

4. When did you first notice these needs, and how often do they arise?

When did you first notice? _____

How often do you notice your child needing extra support?

☐ Daily ☐ Most days ☐ Several days a week

☐ Occasionally ☐ It varies ☐ Not sure

Recently, your concerns have been:

☐ Reducing ☐ About the same ☐ Increasing ☐ Not sure

5. Where or when are these needs most noticeable?

What you notice at home matters, even if your child seems settled in school.

☐ At home ☐ At school ☐ In other places ☐ Not sure

Are there particular lessons, routines or situations where your child needs help?

6. How are these needs affecting your child's everyday life?

For example, their learning, communication, friendships, independence or wellbeing.

How much are these needs affecting your child at the moment?

☐ A little ☐ Quite a lot ☐ A great deal ☐ Not sure

7. Is there anything else you would like us to understand?

Share only what feels relevant. You can ask to speak privately if you prefer.

8. What is already helping your child?

Tell us about useful routines, strategies or adjustments, and anything you have tried.

Working together to support your child

9. Have you spoken with your child's class teacher about these concerns?

☐ Yes ☐ Not yet

Who have you spoken with, and what support has been tried or agreed?

10. Has your child had any additional support or assessments?

This could include support in school or advice from a therapist or other professional.

☐ Support in place now ☐ Waiting for advice ☐ Support in the past

☐ No previous or current support ☐ Not sure

Please give brief details or mention any reports you would like to share.

11. What has your child told or shown you about what they need?

Please share your child's words or the ways they show you what they find difficult. It is fine if you have not spoken about this yet.

12. What would you like the SENDCo to help with?

For example, classroom adjustments, additional support or advice about next steps.

What happens next?

We will review your request with your child's class teacher and contact you to discuss what you have shared. Together, we will consider the support already in place and agree helpful next steps through our graduated approach. This may include classroom adjustments, targeted support or a review meeting.

Where appropriate, we may discuss seeking advice from another professional with you. We will keep you involved and review the support together.

Your information will be handled sensitively and shared only where needed to support your child.

☐ I would like the SENDCo to review my request and contact me about support for my child.

Parent or carer's name: _____ Date: _____

Please return this form to the school office for the attention of Hollie Stallwood, SENDCo.