



Visiting a new school

A checklist

For parents and carers of children with
Special Educational Needs

Name of the school:

Address of the school:

Phone number of the school:

Name of the Headteacher:

Name of the Special Educational Needs Coordinator (SENCo):

Date of your visit:

Many of the following areas will be covered during your conversation with the school's Headteacher or Special Educational Needs Coordinator (SENCo). You know your child better than anyone and you will know what is relevant to their needs. The importance of the following areas will largely depend on the particular nature of your child's difficulties. You do not need to ask every question.

❖ **Information the school needs from you**

(Make a note of these details prior to your visit)

1. Details about your child's needs – for example, My Support Plan, EHC Plan, the support your child needs and the nursery/school he/she has attended.
2. Your child's medical needs - including any medication he/she takes.
3. The names and contact details of the professionals who work with your child.
4. The support your child may need at lunchtimes, break-times and school visits/trips.

❖ Information you may need from the school

1. In primary school, what size are the classes and how are they organised? For example, are there any mixed year groups?
2. In secondary school, what size are the classes for each subject?
3. What are the school hours, including lunchtimes and breaks?
4. What activities are available during break-time?
5. What are the support arrangements for children at lunchtimes?

6. Would all areas in the school be accessible for your child? Are any adaptations (wheelchair access, ramps, wide doors etc.) required?

7. Are there other children in the school with similar needs to my child?

8. Does the school have learning support facilities?

9. Does the school have a system for a child to:

- rest
- calm down
- have a 'time out' as part of their behaviour management?

10. How does the school help parents to help their child appropriately? (for example, with reading and maths)

11. How does the school deal with bullying?

12. How can I get copies of the school's policies, including its anti-bullying and SEN policies?

13. What is the staff's experience in understanding my child's needs?

14. Do any of the staff have specialist training linked to your child's difficulties?

15. What strategies and resources would be used to help my child?

16. Does the school have a medical room?

17. My child takesevery

Can the school give my child this medication?

Yes

No

- If No, what arrangements will I have to make?

18. Can I see a copy of the school's prospectus?

19. How does the school keep me informed about my child's progress and other matters?

20. How do I arrange meetings with the class teacher, the Special Educational Needs Coordinator or the Headteacher?

❖ **During your Visit**

Make a mental note of the following:

- Is the school welcoming?
- Do the pupils and staff seem happy – what are the relationships between staff and pupils and pupil to pupil like?
- Are you encouraged to see the whole school?
- Look at the displays and notice boards – are they attractive, do they reflect the ability of all pupils?
- On a visit to the classroom – how is it organised?
- Is there sufficient access to all buildings/classrooms to meet your child's needs?

❖ **Your Notes**

Contacts

Coram Children's Legal Centre

Coram Community Campus
48 Mecklenburgh Square
London
WC1N 2QA

Family, Child & Education Legal Advice Line: 08088 020 008 (Mon-Fri 8am-8pm)

Website: www.childlawadvice.org.uk

Statutory Assessment and Review Team

PO BOX 15
Council House
Earl Street
Coventry
CV1 5RS

Tel: 024 7683 1614

If you feel that you would like to know more or would like extra copies of this booklet, please ask at your child's school or contact:

SEND Information Advice and Support Service

Limbrick Wood Centre
Thomas Naul Croft
Tile Hill
Coventry
CV4 9QX

Tel: 024 7669 4307

Email: iass@coventry.gov.uk

Website: www.coventry.gov.uk/iass

If you need this information in another format or language please contact us.

Telephone: (024) 7669 4307
e-mail: iass@coventry.gov.uk