**Planning for a Change in Need**

Dear Parent Carer,

If your child/young person requires a change in need, such as a medical intervention, personal care requirement, increase in physical support, or change to care following surgery, whether temporary or permanent, it is essential that Chadsgrove School have prior notice. Planning time may be required for staff, pupils, families and professionals to work together to ensure that the change of need can be safely implemented.

A change in need may require advice from health, social care or educational professionals before implementation. Where a change in need requires increased staff support/funding, this may require agreement from the Local Authority, and your support and patience whilst this is navigated is appreciated.

Where a significant change due to surgery is required, in order for us to safely support a return to school, please provide a hospital discharge summary letter. Please note, health professionals will not be able to begin an assessment and rehabilitation process without receiving the appropriate paperwork, and school staff will not be able to safely meet need without advice and guidance from health professionals.

We will of course always endeavour to support a change in need as soon as safely and practicably possible.

**Please complete the attached form and return to Chadsgrove School Office in advance of your child/young person returning to school, unless current practice can be continued.**

Yours sincerely,



Deb Rattley

Headteacher

**Name of Child/Young Person:** …………………………………………………………………………… **Class:** ……………..............

**Details of Change in Need:**

**Is the Change of Need** Temporary or Permanent

**Parent Name:**

**Parent Contact Number:**

**Date:**

*If at this time this letter is not applicable, can we ask that you retain it for future reference and return as and when required. This letter is also available on the school website.*