


SETTING UP A FILE FOR YOUR CHILD

Keeping all information about your child in one place is essential—especially if they have special educational needs (SEN). Over time, you may receive many reports, reviews, and assessments from different agencies. A well-organised file will help you track progress, access key information quickly, and feel empowered in meetings and discussions about your child's support.

WHAT TO USE

 A ring binder with dividers is ideal for storing documents so you can quickly find what you need.

KEY INFORMATION TO INCLUDE

 Cover Sheet for Quick Reference

Your child's name & date of birth

School name & contact details

Key staff contacts:

- Class teacher
- SENCo (Special Educational Needs Coordinator)
- Headteacher
- Learning Support Advisory Teacher (LSAT)
- Educational Psychologist (EP)



ORGANISING THE FILE

It may help to divide the file into sections, for example:

- ✓ Education, Health & Care Plan (EHCP) (if applicable)
- ✓ Annual Review reports
- ✓ SEN Support Plans/Individual Education Plans (IEPs)
- ✓ Meeting notes & correspondence (emails, letters, school communication)
- ✓ Assessments & reports Educational reports (e.g. LSAT, EP reports) and Medical reports (e.g. paediatrician, speech & language therapy)
- ✓ School reports (termly or annual progress reports)

 **Top Tip: File documents in date order (newest at the front) for easy access.**





WHY KEEP A FILE?

- ✓ Easy access to reports when preparing for meetings.
- ✓ Tracks progress over time.
- ✓ Helps with appeals or requests for support.
- ✓ Saves time when professionals ask for previous assessments.

NEED SUPPORT?

Shropshire SENDIASS can help you understand documents, prepare for meetings, and organise your child's records.

