

A guide to visiting schools for parents and young people

What we do

- Listen to your questions and concerns
- Support you through the statement or Education Health and Care Plan process
- Answer any questions around your child's statement or plan
- Attend annual reviews
- Support and advise you through the tribunal process
- Explain the process of school SEN Support
- Attend school visits and school meetings
- Provide you with information about the Local Offer

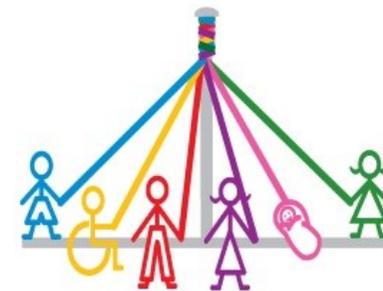
How to refer to the Special Educational Needs officer

Leeds SEND Information Advice Support Service has a helpline which is guaranteed between the hours of 10am and 3pm in week-days during term time. The service is confidential and the what you say will not be shared with others without your consent. This service is open throughout the year, including school holidays.

You can arrange to meet a Leeds SEND Information Advice Support Service Officer at your home, school or another suitable venue. We also offer advice over the phone, or you can email us.

Helpline: 0113 395 1200

Email: sendiass@leeds.gov.uk



Leeds SEND Information Advice Support Service
formerly known as Parent Partnership Service

This information leaflet contains the following information, and may be used to support you when visiting schools.

Additional notes

- * **Your first impressions of the school**

- * **Questions to ask when you visit a school**

You may not have the chance to ask all the questions listed but you can look through them for ideas and choose the ones that are most important for you and your child.

- * **Young person's view**

A section that your child can use to record how *they* feel about their visit.

Young person's view

What did you think of the school?
What did you like about the school?
Is there anything you didn't like?
Is there anything you are worried about?
Is there anything else you want to know or want to find out more about?

Your first impressions of the school

Name of school	
What to look for	Comments
Does the school feel welcoming?	
Are you given clear, useful information?	
Are you given chance to talk to pupils about their experience?	
Are there good facilities for individual subjects/specific needs?	
Is it easy to get around? Could my child get to all areas?	
How secure is the site?	
Notes:	

Suggested questions to ask when visiting a school

Name of school	
Possible questions to ask	Comments
How would the school get to know my child before they start?	
How would my child get to know school?	
How is the school organised: age, ability, subject groups? How might this change as my child gets older?	
How many children will be in my child's class?	
How often would my child change class, or move around school?	

Questions specific to secondary school visits

Is there a homework club and if so when? How is this staffed?	
Does the school operate its timetable? Will my child have their own specific timetable?	
Does the school offer alternatives to GCSEs? If so, what are these?	
Does the school have links to any local colleges?	

Additional notes:

How will teachers be informed of my child's SEN?	
<p>Resources available to the SEN department:</p> <ul style="list-style-type: none"> • Is there a special room/quiet area for children with SEN? • Is a member of SEN available at all times? • Do any staff have special areas of expertise? • Does the department have good ICT facilities? 	

Additional notes:

<p>What time does school start and finish?</p> <p>Is there a breakfast/after school club?</p>	
What support/supervision is available at break/lunch time?	
What lunchtime and/or after school activities are available?	
Does the school have a 'buddy' system?	
How does school assess work and monitor progress?	
How often are written reports sent home?	
<p>How regularly would my child's progress be reviewed?</p> <p>Who would be involved in this?</p> <p>How will I be involved?</p>	

What are the arrangements for contact between home and school?	
Who do I contact if I have concerns?	
What other services/professionals come into the school?	
How are parents involved in school life?	
<p>What is the schools policy on:</p> <ul style="list-style-type: none"> • Bullying • Behaviour • Equal Ops/ inclusion • Giving Medication • Pastoral care • Special Educational Needs 	
Can I have a copy of these?	

SEN Policy—how are needs like my child's met?	
Does the school have any experience of helping children with similar difficulties?	
<p>How does the school arrange extra support for pupils who need it?</p> <p>Is the extra support usually provided in the classroom, individually or in a small group?</p>	
How does the school plan activities to include all pupils?	
How is work adapted for individual pupils?	
How does the school make sure my pupil has the chance to take part in all areas of the curriculum?	