

Please ask us for copies of this leaflet in Braille, on audio cassette or in a different language.

Prosimy pytać u nas o kopie niniejszej ulotki w języku Braille'a, w wersji audio lub w innym języku.

Prašome mūsų teirautis šio informacinio lapelio kopiją Brailio raštu, garsajuostėje ar kita kalba.

Caso necessite, peça-nos cópias deste folheto em Braille, cassete áudio ou numa língua diferente.

এই প্রচারপত্রটির কপি ব্রেইল, অডিও ক্যাসেটে বা অন্য কোন ভাষায় পেতে চাইলে দয়া করে আমাদের নিকট অনুরোধ জানান।

آڈیو کیسٹ پر یا کسی مختلف زبان میں درکار ہو تو ہمارے کرم ہم سے درخواست کریں۔

اگر آپ کو اس کتابچہ کی نقل بریل یعنی نابینا لوگوں کی الفاظ کو چھو کر پڑھنے کی زبان میں

请向我们索取本小册的其他版本，包括盲文、录音带或另一种语言的译本。

Mangyaring hingin kami para sa mga kopya ng polyetong ito sa Braille, sa audio cassette o sa ibang wika.



## Visiting a new school

(A checklist for parents or carers of children with additional 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  
Co-ordinator:

.....

Date of your visit: .....

**Confidential Advice Line Link (CALL):** Phone: ☎ 01223 699214  
10am - 12noon and 2pm - 4pm  
Monday to Friday, Term Time only  
E-mail: ✉ [pps@cambridgeshire.gov.uk](mailto:pps@cambridgeshire.gov.uk)

**Training, newsletters and website:**  
Phone: ☎ 01223 699211  
E-mail: ✉ [ppsadmin@cambridgeshire.gov.uk](mailto:ppsadmin@cambridgeshire.gov.uk)  
Website: 🌐 [www.cambridgeshire.gov.uk/pps](http://www.cambridgeshire.gov.uk/pps)

## 1 Information the school needs from you

- ◆ Details about your child's needs - for example, a statement of educational needs, the support your child needs and the schools they have attended.
- ◆ Your child's medical needs (including any medication they take).
- ◆ The names and contact details of all professionals who work with your child.
- ◆ The support your child may need on school trips.

## 2 Information you need from the school

- ◆ In primary school, what size are the classes and how are they organised? For example, are there mixed-year groups?
- ◆ In secondary school, what size are the classes for each subject?

- ◆ Does the school have a 'buddy system' ? (This is when an older child tells the new child about the school and shows them around.)
- ◆ Can I see a copy of the school prospectus?
- ◆ How does the school keep me informed about my child's progress and other matters?
- ◆ Who do I contact if I have any concerns about the school?
- ◆ How do I arrange meetings with the class teacher, the Special Educational Needs Co-ordinator (SENCo) or the head teacher?



- ◆ How can I get copies of the school's policies, including its anti-bullying and SEN policies?
  
- ◆ Does the school have a medical room?
  
- ◆ My child takes.....every.....  
Can the school give my child this medication?  
Yes   
No 
  - If 'No', what arrangements will I have to make?
  
- ◆ How flexible is the school about variations to the uniform?
  
- ◆ How does the school help to make transfer or admission arrangements as easy as possible?

- ◆ What are the school hours, including lunchtimes and breaks?
  
- ◆ How is the supervision for lunchtime and breaks arranged?
  
- ◆ What equipment is available in the outside play area?
  
- ◆ What activities are available during break time:
  - inside?
  
  - outside?
  
- ◆ What happens at lunchtime and break time if the weather is bad?
  
- ◆ What selection of meals is available at lunchtime?

- ◆ What facilities does the school have for:
  - information technology (IT)?
  
  - learning a musical instrument?
  
- ◆ How many assistants are there to support children:
  - with a statement of special educational needs (SEN)?
  
  - without a statement of special educational needs (SEN)?
  
- ◆ What are the support arrangements for children at lunchtimes?
  
  
- ◆ Is there easy wheelchair access throughout the school (such as lifts, wide doors, ramps and so on)?
  
- ◆ Are there other children in the school with similar needs to my child?

- ◆ Does the school have a special educational needs room?
  
  
- ◆ Does the school have a system for a child to:
  - rest
  - calm down
  - have a 'time out' as part of their behaviour management?
  
- ◆ What space or room is available for a child to rest or calm down?
  
  
- ◆ How does the school help parents to help their child appropriately (for example, with reading or maths)?
  
- ◆ How does the school deal with:
  - bullying?
  
  - discrimination?