

If you need the information in this leaflet in another language or in a special format, such as braille, large print or audio-cassette, please contact us at the address below.

Ky botim jep të dhëna për prindërit që kanë fëmijë me nevoja të veçanta mësimore. Është përgatitur nga Shërbimi i Partneritetit të Prindërve (Parent Partnership Service). Ky shërbim i ofron prindërve përkrahje të besueshme dhe të paanëshme. Nëse këto të dhëna ose këshilla ju nevojiten në gjuhën amtare, ju lutemi të na kontaktoni në adresën e mëposhtme.

এই প্রকাশন বশিষে শিক্ষার আবশ্যিক হওয়া শিশুদের পতি-মাতাদেবকে তথ্য প্রদান করে। পতি-মাতা অক্ষীদার সবে এইটা প্রকাশ করে। এই সবে পতি-মাতাদেবকে গোপন এক পক্ষপাতশূন্য সমর্থন প্রদান করে। যদি আপনাকে নিজের জায় এই তথ্য অববা উপদেশের আবশ্যিক, অনুগ্রহ করে নচিত্রে ঠিকানা আমাদেবকে যোগাযোগ করুন।

Cette publication offre des informations aux parents d'enfants qui ont des besoins particuliers en matière d'éducation. Elle est publiée par le Parent Partnership Service. Ce service offre un soutien confidentiel et impartial aux parents. Si vous souhaitez recevoir ces informations ou des conseils dans votre propre langue, veuillez nous contacter à l'adresse reprise ci-après.

આ પ્રકાશન વિશેષ શૈક્ષણિક જરૂરિયાતો ધરાવતા બાળકોના વાલીઓને માહિતી આપે છે. એ પેરેન્ટ પાર્ટનરશિપ સર્વિસ દ્વારા બનાવવામાં આવ્યું છે. આ સેવા વાલીઓને ખાનગી અને તટસ્થ ટેકા આપે છે. જો તમને આ માહિતી કે સલાહ તમારી ભાષામાં જોઈતી હોય, તે કૃપા કરીને નીચે આપેલા સરનામા પર અમને સંપર્ક કરો.

Questa pubblicazione informativa è rivolta ai genitori di bambini con necessità educative speciali. Essa è prodotta dal Parent Partnership Service, ente che offre sostegno ai genitori ispirandosi a criteri di riservatezza e imparzialità. Se desiderate ricevere informazioni o consigli nella vostra lingua, potete contattarci all'indirizzo sottostante.

The Parent Partnership Service
Westfield Middle School
Queens Park
Bedford
MK40 4HW

Tel: (01234) 316353

Fax: (01234) 316352

Email: parent.partnership@bedscc.gov.uk

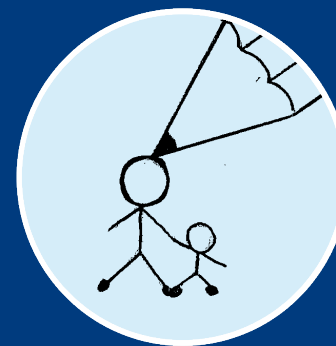
Website: www.bedfordshire.gov.uk/parentp

ਇਹ ਪ੍ਰਕਾਸ਼ਨ ਵਿਸ਼ੇਸ਼ ਵਿਦਿਅਕ ਜਰੂਰਤਾਂ ਵਾਲੇ ਬੱਚਿਆਂ ਦੇ ਮਾਪਿਆਂ ਨੂੰ ਜਾਣਕਾਰੀ ਦਿੰਦਾ ਹੈ। ਇਹ ਮਾਪੇ ਸਾਂਝੀਦਾਰੀ ਸੇਵਾ ਵਲੋਂ ਪ੍ਰਸਤੁਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਇਹ ਸੇਵਾ ਮਾਪਿਆਂ ਨੂੰ ਸੁਪਣ ਅਤੇ ਨਿਰਪੱਖ ਸਹਾਇਤਾ ਮੁਹੱਈਆ ਕਰਦੀ ਹੈ। ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਜਾਣਕਾਰੀ ਜਾਂ ਸਲਾਹ ਦੀ ਤੁਹਾਡੀ ਮਾਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਲੱਭ ਹੈ, ਤਾਂ ਸਾਡੇ ਨਾਲ ਹੋਰ ਦਿੱਤੇ ਪਤੇ 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

Niniejsza publikacja zawiera informacje kierowane do rodziców dzieci o specjalnych potrzebach edukacyjnych. Została przygotowana przez serwis partnerstwa rodziców. Oferuje on poufną oraz bezstronną pomoc dla rodziców. Jeżeli potrzebujesz informacji lub porady we własnym języku, prosimy o skontaktowanie się z nami pod adresem podanym poniżej.

یہ اشاعت خصوصی تعلیمی ضرورت والے بچوں کے والدین کو معلومات فراہم کرتا ہے۔ اسے پرنٹ پارٹنرشپ سروس نے تیار کیا ہے۔ یہ خدمت والدین کو روزانہ اور غیر جانبدارانہ تعاون فراہم کرتا ہے۔ اگر آپ کو یہ معلومات یا مشورے آپ کی اپنی زبان میں درکار ہوں تو، براہ مہربانی ہم سے ذیل کے پتے پر رابطہ کریں۔

Parent Partnership Service



Putting **you** in the picture

If you are not happy with the provision for your child's special educational needs



This booklet tells you what you can do if you are not happy with the provision that the school and the Local Authority make for your child's special educational needs.

Introduction

Always speak with your child's teacher as soon as you have any worries and try to go to all the meetings about your child. If you wish, you may take someone with you for moral support and to help you remember what has been said.

If you feel nobody is listening to you, or you do not agree with the help that the school is giving, or plans to give, there are a number of things you can do that may help.

You could:

- talk and meet with the professionals who are involved with you and your child;
- ask the school if your child has an Individual Education Plan (see the booklet "School Action and School Action Plus");
- share all the information you have about your child with the school and any professionals that are involved with his or her education.

Children from Westfield Middle School, Bedford, drew the illustrations in this series of leaflets.

- be well informed – find out as much as you can about your child's special educational needs, ask to see the Special Educational Needs Policy, Bullying Policy and Behaviour Policy (the school may ask you to pay for photocopying these).
- keep your own records of meetings, telephone calls, letters and reports in a folder.
- if your child is being assessed, keep in contact with your Named Officer at the Local Authority
- ask the Parent Partnership Service about Voluntary Groups that could help you;
- where appropriate, use mediation and/or go to tribunal.

If you have any worries, it is important to talk things through at the earliest opportunity. You should let your child's school know your views so that together you can try to solve any problems as soon as possible.

You can talk to:

- Your child's Class Teacher, Form Tutor or Head of Year;
- The Special Educational Needs Co-ordinator (SENCo);
- The Headteacher;
- The Governor with responsibility for Special Educational Needs.

If you have concerns about your child it is sometimes difficult to put your point of view across. You may wish to ask someone to support you. You may feel you would like to talk to someone who has the same problems.

Bedfordshire Parent Partnership Service

We provide a free, confidential and impartial support service for parents and carers of children with special educational needs. We can listen carefully to your concerns and help you think through your views. We can also give advice and support at meetings with the school or Local Authority.

We may be able to offer a voluntary Independent Parental Supporter to support you.

A Parent Support Group or a Voluntary Organisation

We have details of local support groups that may be able to help you with your concerns and worries. We also have details of national support groups and can give you telephone numbers and web site addresses.

Our telephone number is 01234 316353.

The Children's Information Service

The Children's Information Service can also give you information about voluntary organisations, as well as details of childcare, nurseries, playgroups, out of school care and holiday play schemes.

You can contact them on 01234 228229.

A mediation service is independent of the Local Authority. It offers the chance for an independent person to become involved to help find a solution if a parent and the Local Authority or school have been unable to agree about a child's special educational needs. They can talk to all those involved and arrange a meeting where everyone's views can be heard.

You can get details of the mediation service that Bedfordshire County Council offers from the Local Authority, telephone number 01234 228762, or the Parent Partnership Service on 01234 316353.

The Special Educational Needs Tribunal (SENDIST) is an independent body and will consider parents' appeals when they disagree with the Local Authority.

This is quite separate from mediation, and parents/carers can ask for mediation as well as make an appeal to Tribunal.

You can appeal to the Tribunal if the Local Authority:

- refuses to carry out a Statutory Assessment of your child's special educational needs, unless an assessment has been made within the previous 6 months; or
- refuses to issue a statement after making a Statutory Assessment.

If the Local Authority has made a statement of your child's special educational needs, or has changed a previous statement, you can appeal against:

- The description in part 2 of the statement of your child's special educational needs.
- The description in part 3 of the statement of the special educational help that the Local Authority thinks your child should get.
- The school named in part 4 of the statement.
- The Local Authority not naming a school in part 4 of the statement.

You can also appeal if the Local Authority has:

- refused to change the school named in Part 4 if that statement is at least a year old (but you can only ask for a school that gets its funding from the Local Authority (sometimes called a maintained school));
- refused to reassess your child if they have not done so within the last 6 months;
- decided not to maintain (to cancel) your child's statement;
- decided not to change the statement after reassessing your child.

If you find parts of the statement difficult to understand, you can talk in confidence to us at the Parent Partnership Service, telephone number 01234 316353.

These are the only reasons you can appeal to the Tribunal.

You may **not** appeal to the tribunal on any of the following grounds:

- The Local Authority refused to name an independent or non-maintained school when you asked for a change in a statement which was at least a year old.
- You are not happy with the way the Local Authority carried out the assessment, or the length of time it took.
- You are not happy with the way the Local Authority is making arrangements for the help set out in your child's statement.
- You are not happy with the way the school is meeting your child's needs.
- You disagree with the description in the statement of your child's non-educational needs or how they will be met.

There are strict deadlines for appealing. You must apply to the Tribunal no later than 8 weeks after the Local Authority has told you about its decision. Keep talking to your Named Officer to try to reach an agreement wherever possible.

If you decide to go ahead and appeal and would like details of how to do so, please contact:

The Local Authority – 01234 228762

OR

The Parent Partnership Service – 01234 316353

Special Educational Needs and Disability Tribunal
Ground Floor
Mowden Hall
Staindrop Road
Darlington DL3 9BG
Telephone: 0870 241 2555 (9am – 5 pm)
Website: www.sendist.gov.uk

