



SEN Information Report

Top Tips for Happy Readers

SENCo Forums
October 2017

Easy.... to read

- Plain English
 - CoP is not plain English; your school's voice please
- Active vs passive
 - *Children have access to...*
 - *We have done (case study)...*

Easy.... to find

- How many clicks ? All chapters in one place please
- Up to date links to other websites (eg SENDIASS and the Local Offer)
- Provide contact details for the SENCo on page 1

Who are your readers?

What impression do you want to give?



*Welcome
Glad you're here!*

First Impressions

- Talk about children & young people
- Take care when describing 'behaviour'
- Parents as equal partners in education
- We are really interested in your child
- How can we help?
- We will listen
- We look forward to meeting you
- We will do our best