

10 December 2018

Dear parent/carer

I am writing to you to make you aware of a survey that we are currently running, which aims to gather feedback and interest in a new Parent Carer Forum for Richmond and Kingston. As we do not have access to email or postal addresses for the majority of parents/carers in Kingston/Richmond, we have asked Achieving for Children to send this letter out on our behalf.

Purpose of the survey

Every local authority area in England benefits from having a Parent Carer Forum (PCF). This is a body which represents the parents and carers of children with disabilities and additional needs and helps them to make their voice heard with the local authority. The body is made up of parents of children with Special Educational Needs and Disability (SEND).

You can find more information about Parent Carer Forums through the Contact website link <https://www.contact.org.uk/get-involved/parent-carer-participation/>.

Until recently there was a joint Parent Carer Forum between Richmond and Kingston called SEND Family Voices. For various reasons this group closed down in October. Families of children with SEND in Richmond and Kingston currently do not have a Parent Carer Forum to represent them. Some parents have come together to work out how to set up a new Parent Carer Forum but they would like to be sure that all families have the opportunity to know more about this and get involved.

This survey is your chance to provide initial feedback, and register your interest in finding out more about the development of the new Parent Carer Forum. The survey is being administered by Contact, the national charity for families with disabled children and children with SEND.

It is hoped that the new Parent Carer Forum will be strong, independent and will work well together to ensure your voices are heard and as a result achieve better outcomes for children and young people. For this purpose, we would appreciate it if you could answer a few questions, and if you would like to be kept informed about the development of the Parent Carer Forum for Richmond and Kingston please give your details at the end of the survey.

Where to access the survey

The survey is online at: <https://www.surveymonkey.co.uk/r/RichmondKingstonPCF>

If you would like a paper copy of the survey, please email Sarah Lee at sarah.lee@contact.org.uk. Completed hard copy surveys should be returned to Contact, 209-211 City Road, London EC1V 1JN with the envelope marked Kingston and Richmond Parent Participation.

Yours sincerely

Catherine Ratcliffe Contact Associate