



1st Floor  
Guildhall 2  
Kingston upon Thames  
Surrey KT1 1EU

25 June 2020

Dear Parents and Carers in Kingston and Richmond,

### **Education, Health and Care Plans (EHC Plans), Summer Term 2020**

We hope that you and your families are keeping well.

Since we last wrote to you, schools have been able to extend attendance to children across the early years, reception and in years 1 and 6. Our secondary schools have also begun to offer face to face meetings for pupils in years 10 and 12. We know that children and school teams have really enjoyed seeing each other again. A higher number of children and young people with EHC plans are also attending schools, but we appreciate many remain at home and a small number are still shielding. The ongoing challenge of home learning and supporting your children cannot be underestimated.

For schools, the past few weeks have been extremely busy, as they have adapted their buildings and sites to keep social distancing, reintegrated children and families, and applied stringent hygiene processes at all times. Since March they have offered places for children of critical workers and those who are most vulnerable, which includes some children and young people with EHC plans. Requests for places have increased considerably since half term, and, without the capacity to support all children, they are applying clear criteria to ensure as consistent an approach as they can in the places they offer.

Our last letter outlined the process we have agreed locally for completing risk assessments for children and young people who have EHC plans. As more children wish to return, the risk assessment needs to be an accurate and

informed process to agree how the provision outlined in the EHC plan can be best supported in the current situation. This may be a part time/flexible offer, a full-time place in school, or the shared view that home still remains the safest place.

We have updated our information for SENCOs in schools and advised headteachers that risk assessments are a collaborative and dynamic document which needs to be updated. The risk assessment can be revisited less frequently once your child is back in school. The expectation is that the risk assessment will be updated when there is a change in need, provision or circumstance. Families should be involved in this process. A risk assessment may not be needed if your child is now attending school for the majority of the week. The assessment should also state how the provision outlined in the EHC plan will be made, and if there are any aspects of the provision that cannot be made due to COVID 19 related difficulties. Many schools are keeping in regular contact with parents. Our suggestion is that schools agree with parents the best mechanism to communicate and the frequency, as this may vary during this period and will be different for each family. The risk assessment template issued to schools is attached and can also be viewed on the Local Offer website at [kr.afcinfo.org.uk/RiskAssessments](http://kr.afcinfo.org.uk/RiskAssessments).

If you have any questions about the support your child is receiving during this time, the best place to contact is their nursery, school or college. You may also want to seek independent advice from SENDIASS on 0203 793 9596 or via email on [RichmondKingston@kids.org.uk](mailto:RichmondKingston@kids.org.uk). Additional information on risk assessments can also be found in the COVID 19 section of the Local Offer website. After you have followed these routes, if you still have any questions please contact SEND Advisory Support on 020 8770 6747.

Yours sincerely



Ian Dodds  
Director of Children's Services  
Royal Borough of Kingston upon Thames  
London Borough of Richmond upon Thames



Tonia Michaelides  
Executive Locality Director  
Richmond and Kingston  
Clinical Commissioning Groups