

**9<sup>th</sup> January 2019**

**For the attention of all parents and carers of children with Special Educational Needs or Disabilities (SEND)**

Dear Parent or Carer

**Re-visit of Suffolk issued with a written statement of action for SEND, from Monday 21 January 2019 to Wednesday 23 January 2019.**

Ofsted and the Care Quality Commission (CQC) will carry out jointly a re-visit of your local area following the previous inspection of SEND services that took place between **12 December 2016 and 16 December 2016**.

The re-visit will evaluate how effectively leaders have addressed the areas of serious weaknesses detailed in the written statement of action (WSOA).

During the re-visit, Ofsted and CQC inspectors will be keen to speak to as many children and young people and their parents and carers as possible, specifically about the weaknesses identified in the WSOA. You can find a copy of the previous inspection findings at <https://reports.ofsted.gov.uk/provider/44/80565>.

**How can local children, young people, parents and carers contribute their views during this local area re-visit?**

There are several ways in which children, young people, parents and carers from your provision (nursery, school, college, training provider) can engage with the re-visit process and contribute their views.

The inspectors will gather the contributions of parents and families through an online survey and a face-to-face open meeting. The focus of the online survey and open meeting will be set by the inspectors and will be based on the WSOA.

1. Parents and carers who would like to take part in this survey can follow this internet link: <https://www.smartsurvey.co.uk/s/SuffolkLASENDRe-VisitSurvey/>. The survey will open at 12 noon on Monday **14 January 2019** and close at 12 noon on Friday **18 January 2019**.

Parents and carers can submit their contributions via the online survey using the link provided above.

2. An open meeting, which will focus on areas identified in the WSOA, will take place on **Monday 21 January 2019 at 12 noon. The meeting will be at the the Elizabeth Room at Suffolk County Council, Endeavour**

**House, 8 Russell Road, Ipswich. IP1 2BX.** If you would like to attend this meeting please email Suffolk Parent Carer Network by at [admin@spcn.org.uk](mailto:admin@spcn.org.uk) with your name and a phone contact so that we can plan for your attendance, and also alert you if there should be any unforeseen changes to the plan.

**Parking:** although there is no parking available at Endeavour House there are several public car parks close by. Attendees will be reimbursed for reasonable travel and parking costs in accordance with Suffolk County Council policy. Information about this will be provided at the meeting.

Details about the local area SEND re-visit will be available on your local authority's website and distributed through the local area's Clinical Commissioning Group/s (CCGs).

### **Information gathered during the re-visit**

During this re-visit, inspectors may collect information about children and young people in the area. They may look at local area records, speak to area officers and leaders at educational settings, and speak to children, young people and parents or carers. No names will be recorded, but some of the information collected may identify a particular child, young person or adult. Ofsted and the CQC will use this information to prepare their re-visit outcomes letter, and for the purposes set out in their privacy notices. No information will be published that identifies any individual in the outcomes letter.

If you wish to know more about how we use the information, please see our privacy notice relating to LASEND on our website. If you have any concerns about our use of personal data, please email [informationrequest@ofsted.gov.uk](mailto:informationrequest@ofsted.gov.uk) and/or the CQC at [information.access@cqc.org.uk](mailto:information.access@cqc.org.uk).

Information on Ofsted's and the CQC's privacy notices is available on the links below:

<https://www.gov.uk/government/publications/ofsted-privacy-notice/social-care-ofsted-privacy-notice#local-area-send-inspections>

<http://www.cqc.org.uk/about-us/our-policies/privacy-statement>

While we recognise that many parents and carers may have views on their experience that extend beyond the focus of the WSOA, we would like parents and carers to understand that the focus of the inspectors during the re-visit will only be the serious weaknesses identified at the previous inspection. The re-visit team will consider how well leaders have addressed each of the areas of serious weaknesses detailed in the WSOA. We will not be able to follow up or comment upon individual cases.

You will find information on local areas' duties towards children and young people with special educational needs and/or disabilities on the Department for Education's website: <https://www.gov.uk/government/publications/send-guide-for-parents-and-carers>.

Yours sincerely

Heather Yaxley  
Her Majesty's Inspector