

Sample Letter and Consent

Dear Parent/Carer,

Re: Sharing Information.

We will be developing a new system which will enable us to share information with other carers about your child while he/she is in our care. This information will only be shared with other professionals who have contact with your child. This is to ensure that your child's needs are met and that they will benefit from continuous provision.

We will be involved in sharing information about your child's learning and development as well as basic information relating to your child's experiences while at our setting.

The learning and Development file will include photographs, short observations linked to the Early Years Foundation Stage and examples of their work. The experience record will include information such as accidents, incidents, eating and sleep patterns, activities and topics and children's particular interests at our setting.

We would also welcome your contribution. This will help us, and other professionals, present a complete 'picture' of your child, documenting their learning and achievements and overall wellbeing and help us plan future activities and experiences providing them with consistent care.

These records will be available for you to look at any time you wish, please just ask. On occasions we may also be asked to show it to an Ofsted inspector or our Birth to Five support team.

When your child moves on to school or to another provider we will give you the Development file to share with them and for you to keep. We hope that you will enjoy sharing it with your child.

Please complete and return the slip below to authorise this sharing of information.

Many Thanks,

(Manager/ Proprietor of... Setting Name)

(See permission form for consent)

Permission Form

Childs Name.....

Date of Birth.....

Please provide us with details of other settings where your child attends (including childminder if appropriate)

Name of setting:

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Name of key person:

.....

Contact Telephone Number:

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I authorise (*setting name*) to share relevant information regarding my child's learning, development and experiences with others who are involved in their care in order to help them compile a comprehensive picture of my child.

Signed.....

Print Name.....

Date.....