



Guidance for using the Parent Carer Input Form

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This guidance explains how to use the Parent Carer Input Form. The form is designed to help you share important information about your child/young person, so their individual support plan reflects what works best for them. Support isn't just about learning, it's about anything that helps your child/young person feel comfortable, understood and able to take part in daily school life.

What is a support plan?

Schools may use different names for these plans, but they all do the same thing, describe what support will help your child/young person feel understood, included, and able to learn. Common names for these plans are:

- Individual Learning Plan (ILP)
- Individual Education Plan (IEP)
- Individual Support Plan (ISP)

Why your input matters

Your knowledge helps build a clear picture of your child's strengths, needs, and experiences across home and school. Your input is part of the first stage of planning the support and is a key part of working together with your child/young person's school (this is often called co-production).

How to use the form

You can complete as much or as little as you like, and there are no right or wrong answers. It is helpful if you:

- Be honest about both strengths and challenges
- Focus on what matters most day to day for your child/young person

We suggest that you fill this form in before a meeting and then bring it with you or you can send it to your child/young person's school if you cannot attend. You can also fill it out during a meeting if you prefer.

What to include?

The form prompts you to share the following information:

- strengths, interests and what your child/young person enjoys
- what helps them feel comfortable and settled
- areas where support may be helpful
- hopes and goals (short and longer term)
- differences between home and school
- anything else that feels important
- Hopes and dreams

How much should you share?

Only share what feels manageable, you don't have to fill in every section, just the parts that feel helpful.

Getting support

If you would like help completing the form, you can speak to someone at your child/young person's school (for example the SENCo) who can talk it through with you.

What happens next

The information you share will be used to update or review your child/young person's support plan. These plans can change at any time as your child/young person grows or their needs change, that is completely normal.

Remember

There is no right or wrong way to complete the form. Your input is important, as it helps create a support plan that reflects your child or young person's strengths, needs and individuality.