



5th October 2026

Parent/Carer Information and Consent for Professional Consultation

Dear Parent/Carer,

At Gillingham Primary School, we are committed to ensuring that every child receives the support they need to thrive academically, socially and emotionally.

As part of this commitment, we work closely with a range of specialist professionals, including our link **Educational Psychologist (EP)** and **Specialist Teacher (ST)**. Throughout the school year, we hold regular planning meetings with these professionals to discuss how best to support pupils and develop inclusive practice across the school.

Sometimes, it may be helpful to discuss your child at one of these meetings to:

- Seek advice on understanding and meeting their needs.
- Review progress and identify effective strategies.
- Consider any barriers to learning, participation or wellbeing.
- Explore additional support that may help them achieve positive outcomes.

These meetings are consultative in nature and are intended to help school staff plan appropriate support. No assessment, direct involvement, referral or information sharing beyond the meeting would take place without further discussion where appropriate.

How may my child's information be used?

If your child is discussed, information may be shared with the Educational Psychologist and Specialist Teacher to enable professional advice and recommendations to be provided. This information may include your child's name, date of birth, year group, educational progress, attendance information, SEND-related information and details relevant to the support being considered.

Where necessary and appropriate, information may also be shared with other Dorset Council professionals who are involved in supporting children and young people.

Any sharing of information will be conducted in accordance with data protection requirements and professional confidentiality expectations.

Keeping you informed

We believe that working in partnership with families is essential.

For this reason:

- We will inform you if your child will be/ has been discussed at a planning meeting.
- We will share any significant advice, recommendations or agreed actions arising from the discussion.
- We will continue to involve you in decisions about your child's support.

Please note that, in rare circumstances where there are safeguarding concerns or statutory duties to fulfil, information may need to be shared in accordance with safeguarding and data protection legislation.

Annual consent

To enable us to make the best use of planning meetings and specialist advice throughout the year, we are asking parents and carers to provide consent for their child to be discussed if and when it is considered beneficial.

You do not need to take any action if you are happy for this to happen.

If you do not wish your child to be discussed at these professional planning meetings, please notify the school by Monday 12th October using the contact details below.

You may withdraw your consent at any time by contacting the school. This will not affect any information sharing that took place before consent was withdrawn.

If we do not hear from you by **Monday 12th October**, we will assume that you are happy for your child to be discussed if this is considered appropriate during the academic year.

Should you have any questions, or you wish to withdraw your consent, please contact me on **01747 823245** or via email to the school office: **office@gillinghamprimary.dorset.sch.uk**

Thank you for your continued support and partnership.

Yours sincerely,

Mrs Tamar Shanks

Assistant Head Teacher (Inclusion) and SENDCO
Gillingham Primary School