Our daily update

A short shared note. Use only the sections that are helpful today.

Date: _____ Child / initials: _____

From home

Anything helpful to know today? Include a preference, change or question.

A moment that went well

What did the child enjoy, choose, try or communicate?

What felt difficult - and what helped

Describe what happened without blame. Note helpful support or adjustments.

The child's voice

Their words, gesture, picture, choice or observation. Do not guess how they felt.

One thing to share or follow up

A question, practical update or agreed next step.

Keep notes brief and respectful. Agree a secure way to share this sheet.

Before our school meeting

Bring a few examples and decide what you most want to discuss.

Meeting date: _____ People attending: _____

Strengths, interests and what is working

Start with the child's interests, preferences and helpful support.

Our main question or concern

What would we like to understand or make easier? Choose one or two priorities.

A specific example

When and where? What happened? How often? What was the impact?

What we have already tried

What changed? What helped? What did the child communicate?

Questions we want to ask

What support is possible? Who will do what? When shall we review it?

Share relevant information only. This is an informal meeting prompt, not an EHCP form.

Our next steps

Agree small, clear actions together - then check what changed.

Meeting / discussion date: _____ Review date: _____

Action 1

What we will try: _____

Who will help: _____ By when: _____

How we will know it helped: _____

At review - keep, adapt or stop? _____

Action 2

What we will try: _____

Who will help: _____ By when: _____

How we will know it helped: _____

At review - keep, adapt or stop? _____

Action 3

What we will try: _____

Who will help: _____ By when: _____

How we will know it helped: _____

At review - keep, adapt or stop? _____

Use together: agree how often to exchange updates and who will read them.

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