|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| untitled | | **Isabelle Britten-Denniee**  **Department of Community and Children’s Services**  City of London  PO Box 270  Guildhall  LONDON EC2P 2EJ | | | | |
| **REQUEST FOR EARLY YEARS INVOLVEMENT: PARENT/CARER AGREEMENT**  The role of the Early Years Team is to assist Early Years settings by providing advice and support for all children including those with additional/special educational needs. We work closely with staff and parents, finding ways to best help the children make the most of the learning opportunities available to them.  We may observe the children and offer advice on their play, learning and development. Where needed, we can provide support or help in drawing up personalised planning for the children. We can also help to access other specialist support, where appropriate. | | | | | | |
| Name: |  | | | | | Date of Birth: |
| Address: |  | | | | | Tel: |
| Home language: | | | | | | |
| **Child Attends (circle all that apply):**  **Mon** am pm **Tues** am pm **Wed** am pm **Thurs** am pm **Fri** am pm | | | | | | |
| **Staff at the school/setting have suggested that it might be helpful to contact a member of the Education and Early Years Team for advice and a visit regarding your child’s needs.**  By ticking the box below, I understand that I agree to this involvement and for information to be stored on the City of London database. Any personal data processed as part of this visit/review is processed for the purposes of supporting my child’s needs at the earliest opportunity, ensure they continue to make progress and to plan for their transition to primary school.    I understand and agree that any information gathered will be kept confidential but may be shared with other professionals working with my child and with the Local Authority I live in.  Please note that you are able to withdraw your consent at any time by contacting [EEYService@cityoflondon.gov.uk](mailto:EEYService@cityoflondon.gov.uk)  I agree to this involvement and for my and my child’s personal data to be processed for the above purposes  I disagree to this involvement and for my and my child’s personal data to be processed for the above purposes  **For further information as to how the City of London process your personal and special category data please see our privacy notice as held at:** [**www.cityoflondon.gov.uk/privacy**](http://www.cityoflondon.gov.uk/privacy)  **Parental/carer views:** | | | | | | |
| **Name (please print)** | | | **Signature**: | | **Relationship to child:** | |
| **Involvement requested by:** | | | **Role:** | | **Setting’s name and address:** | |
| **Date:** | | | | | | |
| Please summarise this child’s: **Strengths** | | | | **Areas for development**  (including strategies already put in place) | | |
| What outcomes would you like to achieve for this child (and how might the EY Team help you to achieve them)? | | | | | | |