

# Parent/carer agreement letter

Name of child:..... Date of birth:.....

Address.....

- I agree to a member of the SENDsuccess team visiting my child at clinic/school/preschool (we may also ask for a home visit)
- I agree that SENDsuccess can ask the school for all relevant progress data and information.
- I agree that if applicable SENDsuccess can obtain any medical information relevant to any eye condition, hearing loss or other diagnosis directly relevant to their education.
- I agree that the service may contact me about our work with your child.

Your name..... Relationship to child.....

Signature..... Date.....

## How we use and store and share this information

- The personal information we gather is *only* used by us to help your child at school and at home.
- It will only be shared with you, the school and directly relevant professionals.
- We use the information gathered to write reports and make suggestions for the school and you.
- The information is stored on a secure internal database. By default we retain it until your child is 25 years old.
- You may request a copy of all information that we retain at any time and ask for it to be amended or deleted.

All data is collected, used and stored on behalf of London Borough of Waltham Forest

## What to do now

We need a parent or guardian's handwritten signature on this letter to start the referral, and you need to upload a photo or scan of it

1. **Print out the letter and sign it. Photograph or scan it**
2. **Upload the photograph/scan using the SENDsuccess referral form.**

If you have any problems please contact us at on  
020 8498 4249 or  
enquiries@sendsuccess.org.uk