# SENCO Communication Sheet

The early years inclusion team recommend that you use a SENCO communication sheet and store it within each individual child’s SEN/D folder.

The SENCO and key person should record any communication (i.e. telephone calls, emails, visits, reports, meetings, discussions) they have with parents and any associated professionals.

It will act as a record of all communication and advice received and will help to co-ordinate any work required for the individual children.

## SENCO Communication Sheet Child’s name: Date of birth:

| **Date of communication** | **Person / professional contacted** | **Overview of discussions** | **Any agreed actions** |
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