FAMILY LIFE AND WELLBEING

# Short Breaks and Respite Notes Pack

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A notes pack for looking up and preparing for short breaks or respite, including what a child needs and what you want to ask.

Short-break and respite arrangements depend on local policy and, where relevant, an assessment. This pack does not apply for you, make a referral, or decide eligibility. Check your local offer and get advice if you need it.

**Who this is for**

Parents and carers in the UK who want to organise their thoughts before asking about short breaks, sitting services, or overnight support.

**What is inside**

- A what-to-look-up page
- A child and family needs sheet
- Questions for a conversation
- A record of what was said

**Please read this first**

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

## Look up your local position first

In England, local authorities have duties around short breaks for disabled children, with details in the local offer and in current official guidance. Other UK nations have their own systems. What is available, and whether there is a charge or a waiting list, varies. This pack helps you prepare; it is not an application form.

**Local authority or trust**

**Date I looked at the local offer or equivalent**

**Anyone already supporting us (social worker, early help, charity)**

# What I want to explain

**The child's needs, routines, and what a good break would have to include**

**What would help the family — an hour, a day, an evening, or something else**

**Times that are hardest, and any safety, communication, or health information a service would need**

**Support we already have, and any gaps**

## Questions I will ask

- [ ] How to ask for a short break or an assessment, and what happens next
- [ ] What is already available without a long assessment, if anything
- [ ] Waiting times, charges, and cancellations
- [ ] How my child's needs would be met, and how I would be contacted
- [ ] What I can do if I am not satisfied or not eligible

**What I was told, who told me, and the date**

# Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

## Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- mysendfriend.co.uk family life and wellbeing resources
- Your GP, a local carers' service, or social care, if you need support
- Your local SENDIASS or short-breaks / local-offer pages, if relevant

> **A reminder about this free pack**
> This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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