SCHOOL SUPPORT AND MEETINGS | ENGLAND

Staff Briefing Sheet Template

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A one-page template a family or SENCO can complete so supply staff and new adults have a consistent, respectful picture of what helps a pupil.

Who this is for

SENCOs, teachers and families who need a short briefing sheet for cover staff, clubs, trips or new adults.

What is inside

- A single briefing page
- Prompts for strengths, communication and support

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.

Staff briefing sheet

Keep this kind, short and practical. Do not include information that is not needed for safe, respectful support. It is not a full profile and it is not a behaviour plan.

Pupil's name or initials

Class

Date updated

Who to ask for more detail

Strengths and interests that help a new adult make a connection

Communication: how to give instructions and how this pupil may ask for help

What helps in class, including seating, equipment, or visual supports

What to avoid, and what to do if the pupil is overwhelmed

Medical or safety information that staff must know (only if relevant and agreed)

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.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England

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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