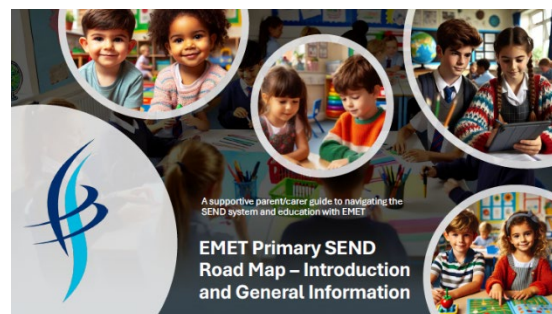


# East Midlands Education Trust

## EMET Parent SEND Roadmap

### Roll-Out Toolkit 2025



#### Contents:

##### 1. Instructions for Schools

Guidance on how to adopt and implement the SEND Roadmap, including:

- 1.1 how to introduce it to staff
- 1.2 how to share it with families
- 1.3 how to incorporate it into SEND processes
- 1.4 ongoing use, updates, and visibility across school platforms

##### 2 Introduction from the Trust

A short, trust-wide introduction to appear on all school and EMET websites.

##### 3 Model Letter to Families

A template letter for schools to send home, introducing the SEND Roadmap and explaining its purpose.

##### 4 Model Parent Leaflet

A simple, accessible leaflet for use during initial SEND conversations with families, outlining key stages and signposting.

##### 5 Model Webpage Examples

Example layouts and wording for schools to use when adding the SEND Roadmap to their websites, ensuring consistency across EMET.

## 1. Instructions for Schools

### Implementing the Parent SEND Roadmap

The SEND Roadmap has been created to ensure that all EMET schools provide families with clear, consistent information about SEND identification, support and pathways. The guidance below sets out how schools should introduce, share and embed the roadmap within everyday practice.

#### 1.1. Introducing the Roadmap to Staff

All staff should understand what the roadmap is, who it is for, and how it supports positive communication with families.

##### Recommended actions:

- Share relevant sections of the roadmap during staff briefing, INSET or SEND CPD sessions.
- Highlight how the roadmap supports early identification, adaptive teaching, and partnership with parents.
- Ensure staff know where to find the roadmap and when to refer to it.
- Encourage staff to use the glossary to support consistent language when discussing SEND with families.

#### 1.2. Sharing the Roadmap with Families

The roadmap should be visible, easy to access, and routinely used during SEND-related conversations.

##### Recommended actions:

- Upload the “Introduction” and all relevant roadmap sections to the school website.
- Use the model letter to introduce the roadmap to all families via email, post or the school communication system.
- Provide the parent leaflet in face-to-face meetings, especially during initial SEND discussions or early concerns.
- Share relevant sections of the roadmap with families ahead of review meetings, transition discussions, or pathway planning.
- Signpost the roadmap in newsletters, parent information events and induction/transition materials.

#### 1.3. Incorporating the Roadmap into SEND Processes

The roadmap should be part of daily practice and used consistently across the school.

**Suggested actions:**

- Use the roadmap as a shared reference point during:
  - parent and external agencies meetings
  - annual reviews
  - transition planning
- Link the roadmap to the EMET Graduated Response documentation and school SEND information report.
- Ensure pastoral staff and tutors signpost the roadmap when speaking with families about emerging concerns.
- Use the glossary to support accurate explanations of SEND terminology.
- Display key stages of the roadmap in SEND, pastoral or safeguarding offices as quick-reference guides for staff.

**1.4. Ongoing Use, Updates and Visibility**

The roadmap should remain current, well-publicised and part of the school's long-term SEND communication strategy.

- Ensure the roadmap remains displayed on the school website under SEND and parent information pages.
- Embed the roadmap in induction packs for new pupils, staff and ECTs.
- Use the roadmap at parent information evenings, transition events, SEND coffee mornings and drop-in sessions.
- Ensure the Mental Health and Wellbeing roadmap is visible and linked to the school's wider SEMH provision and EMET Mental Health and Wellbeing graduated response.
- Update to be released by EMET annually.

## 2. Introduction for use on websites:

### The EMET SEND Roadmap:

At East Midlands Education Trust, we want every child to feel understood, supported, and able to achieve their best. Our SEND Roadmap gives families clear, simple information about how we support children with additional needs.

We know that navigating SEND can feel confusing. This roadmap is split into clear, easy-to-access sections so you can quickly find the information you need. It explains what you can expect from us at each stage, including how support is put in place, the role of the Local Authority, and the wider services available. It also provides useful signposting to help guide you towards the right support.

Most importantly, we value your knowledge of your child. By working together, we can make sure they feel safe, confident, and ready to learn.

If you have any questions, your first point of contact will be your child's **class teacher** at primary, or the **student support team** at secondary. Our SENDCos and wider teams are here to help if further support is needed.

### 3. Model Letter to Families: Introducing the SEND Roadmap

**Dear Parent/Carer,**

We are pleased to share with you the new **Parent SEND Roadmap** for East Midlands Education Trust. This roadmap has been designed to give clear, easy-to-understand information about how we identify and support children and young people with special educational needs and disabilities (SEND).

We know that navigating SEND can sometimes feel confusing or overwhelming. To help with this, the roadmap is split into simple, easy-to-access sections, each focused on a different stage of your child's journey. These include:

- **Primary Introduction and Signposting**
- **EYFS and Key Stage 1**
- **Lower Key Stage 2 (Years 3–4)**
- **Upper Key Stage 2 (Years 5–6)**
- **Mental Health and Wellbeing**
- **Glossary of Key Terms**
- **Secondary Introduction and Signposting**
- **Key Stage 3 (Years 7–9)**
- **Key Stage 4 (Years 10–11)**
- **Key Stage 5 (Years 12–13)**
- **Mental Health and Wellbeing**
- **Glossary of Key Terms**

Each section explains what support you can access and expect at that stage, how we work with you and your child, and how the Local Authority is involved. You will also find **helpful signposting** to services, guidance, and organisations that can offer additional support.

If you would like to discuss your child's needs, your **first point of contact** will be:

- **Primary:** your child's class teacher
- **Secondary:** the student support team (for example, their tutor, pastoral staff, or Head of Year)

The SENDCo and wider inclusion team are also available if further support or advice is needed.

We hope that this roadmap helps to make the SEND process clearer and supports our continued partnership with you. Thank you for everything you do to help your child thrive.

If you have any questions, please do not hesitate to get in touch.

**Yours sincerely,**

## 4. Model Parent Leaflet (See Zip File for full size versions)

### Guidance for Teachers and SENDCos: Using the SEND Parent Leaflet

The SEND Parent Leaflet supports clear, consistent communication with families at the earliest stages of identifying and responding to additional needs. The guidance below outlines how schools should introduce and embed it as part of EMET's graduated approach.



**How we support your child**  
Your child may receive:

- Adaptive teaching
- Small group or 1:1 support
- Pastoral support
- Interventions for specific needs
- Support from external services

Support is reviewed regularly and adjusted.

**Waves of Intervention Model**

**Who to speak to:**

- Primary:** Your child's class teacher
- Secondary:** Student support team (tutor, pastoral staff, Head of Year)
- SENDCo:** Oversees SEND support

We are always here to help.

**Helpful Signposting:**

- Local Authority SEND Local Offer
- SENDIASS
- School website SEND page

**EMET SEND Parent Roadmap (available on the school website):**

**Roadmap Sections**

- Primary Introduction & Signposting
- EYFS & KS1
- LKS2 (Y3-4)
- UKS2 (Y5-6)
- Secondary Introduction & Signposting
- KS3 (Y7-9)
- KS4 (Y10-11)
- KS5 (Y12-13)
- Mental Health & Wellbeing
- Glossary

*Working together, we help your child feel safe, confident and ready to learn.*

**East Midlands Education Trust**

**SEND Parent/Carer Leaflet**  
*A simple guide to how we support your child*

**How we identify needs**  
We look at:

- Classroom observations
- Work and progress
- Your views and your child's views
- Assessments
- Advice from specialists (if needed)

You know your child best, and your voice is essential.

**What happens first?**  
If concerns arise, we will:

- Talk with you and listen
- Review what's already helping
- Try small changes and strategies in class
- Monitor progress through the graduated approach

This helps us understand what works.

**The Graduated Approach:**

Assess Plan Review Do

### 1. Purpose of the Leaflet

The leaflet is designed to:

- support early SEND conversations
- provide a simple explanation of the SEND process
- signpost families to the SEND Parent Roadmap and key services
- ensure consistency across EMET schools

It offers a shared reference point for both staff and families.

### 2. When to Share the Leaflet with Families

The leaflet should be provided whenever early concerns are raised.

#### Primary

- Initial conversations about emerging needs
- Early parent meetings or check-ins

- Transition points (e.g., EYFS → Y1)

### Secondary

- Tutor or pastoral concerns
- Early academic or behavioural discussions
- At point of consideration for SEN Support

### All phases

- When a parent raises a concern
- Prior to involving external agencies
- When a child joins mid-year with known needs

## 3. Using the Leaflet in Conversations

Teachers and SENDCos should use the leaflet to:

- outline the school's approach to identification and support
- explain what will happen next
- clarify the roles of class teacher/tutor, pastoral staff and SENDCo
- promote partnership and shared understanding
- signpost to the relevant section of the SEND Parent Roadmap

The leaflet should support—not replace—personalised discussion about the child.

### Accessible: Simplified Plain English Version:

*(For parents with lower literacy or for EAL use)*

**How we support your child**  
Support could include:

- Help from the teacher
- Small group work
- Pastoral support
- Short interventions
- Specialist advice

**Who to talk to:**

- **Primary:** Class teacher
- **Secondary:** Tutor or pastoral team

If you need more support, you can book a meeting with the **SENDCo**.

4.

**Where to find more help**  
School SEND webpage  
Local Authority Local Offer  
SENDIASS  
EMET SEND Parent Roadmap (all stages)

**Roadmap Sections**

- EYFS → KS1 → KS2 → KS3 → KS4 → KS5
- Mental health/wellbeing
- Simple glossary.

**Working together helps your child succeed. We are always here to listen and help**

5.

**SEND Parent/Carer Leaflet**  
*An Accessible guide for parents/carers*

**What happens first?**  
If we have concerns, we will:

- Talk to you
- Try small changes in class
- Check how things go
- Change support if needed

This is called the **graduated approach**.

3.

**How we notice a need**  
We look at:

- How your child manages in class
- Their progress
- Your views
- Your child's views
- Advice from specialists (if needed)

2.

**SEND?**  
Children need extra...  
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al needs.

This is called SEND.

1.

## **Displaying the Leaflet in Schools**

### **Paper copies**

- Reception areas
- SEND or pastoral bases
- Parent information areas
- Open evenings and transition events

The leaflet forms part of our trust-wide commitment to clear and supportive communication with families.

## 5. Model Webpage Examples

The Roadmaps need to be displayed clearly on the school websites and have their own section, clearly signposted. The introduction paragraph above (section 1) should be used:

# East Midlands Education Trust Parent SEND Roadmap

At East Midlands Education Trust, we want every child to feel understood, supported, and able to achieve their best. Our Parent SEND Roadmap gives families clear, simple information about how we support children with additional needs.

We know that navigating SEND can feel confusing. This roadmap is split into clear, easy-to-access sections so you can quickly find the information you need. It explains what you can expect from us at each stage, including how support is put in place, the role of the Local Authority, and the wider services available. It also provides useful signposting to help guide you towards the right support.

Most importantly, we value your knowledge of your child. By working together, we can make sure they feel safe, confident, and ready to learn.

If you have any questions, your first point of contact will be your child's **class teacher** at primary, or the **student support team** at secondary. Our SENDCos and wider teams are here to help if further support is needed.

### Early Years and Primary SEND:



### Introduction and General Information



### Early Years and KS1



### Y3/4 (LKS2) Roadmap



### Y5/6 (UKS2) Roadmap





**Navigation Tips:**



## Padlet:

The Roadmap could be displayed on your School Website in Padlet form – an example layout can be found using the QR code below:



In this format, parents, carers and young people can scroll through the Roadmaps and access the one they need along a rolling road backdrop. Easily accessible using a mobile or desktop:

