**Family Contact – Prompt Sheet**

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| **Learner Name** |  |
| **Residence** |  |
| **PLC** |  |
| **Course Tutor** |  |
| **Course** |  |
| **Parent Contact Tier** | 1. Minimal contact (PLC only)
2. Structured input led by PLC
3. Full remote timetable in place
 |
| **Microsoft Teams Set Up** | Yes / No |

\* Before calling the family, please check Care Log to see the recent contact with National Star

 **Date of discussion:**

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| 1. **Understand the current situation for the learner and the family**
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| 1. **Check on the support they are receiving from National Star is still appropriate**

(this could include contact from the MDT, remote sessions, the use of the continuity pack etc)Currently:*

Adjustments required: |

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| 1. **Feedback**(this could include evidence towards EHCP outcomes/targets, information on what works etc)
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| 1. **Any other discussion topics**
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| **Action** | **Who** | **When** | **Complete** |
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