Add College logo

Dear xxxxx (add name of parent/carer)

Please find attached information about housing, education, volunteering/social enterprise, leisure/day opportunities, advice and support *(Delete as appropriate)*. Here are some tips for using the information:

* Keep a copy in a safe place.
* Look through the information and web links and write down positives and negatives for each provider. You may be able to cross off a number of providers as not suitable at this stage.
* Read the latest inspection reports for those providers who have been shortlisted:

**For housing/care:**

-The Care Quality Commission [www.cqc.org.uk](http://www.cqc.org.uk) or

The Care Inspectorate Wales <https://careinspectorate.wales/find-care-service>

 **For education:**

-Ofsted <https://reports.ofsted.gov.uk/>

* Choose 2 or 3 which you feel would be most promising and think about any further information you would like from them. Write down a list of questions.
* Make contact with the selected providers either via e-mail or phone and ask the questions you have prepared. It is good to make contact with providers even if it seems very early in the process.
* If you decide that the providers you have contacted might be suitable, arrange to visit them. Nothing substitutes visiting a provider for getting a feel for a place. Make sure you speak to key staff and people who use the service and look at the surrounding environment as well as the service on offer.
* Keep in contact with Social Services/Health Care as they may have their own provider list, Housing officer and/or brokerage service who may be able to help.
* Each local authority publicises a ‘Local offer’ which details provision they expect to be available in their area for children and young people from 0-25 who have SEN. Just type ‘local offer (and the county you are looking for)’ into an internet search engine and the information should come up.

For further information do not hesitate to contact xxxx (Add details)

**Covid 19 -Due to the current situation visits may not be possible and contact with providers may be limited. Websites can often be useful in providing pictures/videos. Providers may also be able to give virtual tours if asked. Do what you can and pick up when restrictions lift, but most of all, Keep safe.**