



Chadsgrove Educational Trust Specialist College

Meadow Road, Catshill, Worcestershire B61 0JL
Tel: 01527 871511 Ext. 400 Office mobile: 07513 438814
Email: info@chadsgrovespecialistcollege.org.uk
Website: www.chadsgrovespecialistcollege.org.uk

Planning for a Change in Need

Dear Parent Carer/Advocate

If your young person requires a change in need, such as a medical intervention, personal care requirement, increase in physical support, or change to care following surgery, whether temporary or permanent, it is essential that Chadsgrove College have prior notice. Planning time may be required for staff, students, families and professionals to work together to ensure that the change of need can be safely implemented.

A change in need may require advice from health, social care or educational professionals before implementation. Where a change in need requires increased staff support/funding, this may require agreement from the Local Authority, and your support and patience whilst this is navigated is appreciated.

Where a significant change due to surgery is required, in order for us to safely support a return to college please provide a hospital discharge summary letter. Please note, health professionals will not be able to begin an assessment and rehabilitation process without receiving the appropriate paperwork, and college staff will not be able to safely meet need without advice and guidance from health professionals.

We will of course always endeavour to support a change in need as soon as safely and practicably possible.

Please complete the attached form and return to Chadsgrove College in advance of your young person returning to college, unless current practice can be continued.

Yours sincerely

Deb Rattley
Principal

Name of Young Person:

Details of Change in Need:

Is the Change of Need

Temporary

or

Permanent

Parent/Carer Advocate Name:

Parent/Carer Advocate Contact Number:

Date:

If at this time this letter is not applicable, can we ask that you retain it for future reference and return as and when required. This letter is also available on the college website.