**PLEASE DO NOT IGNORE THIS LETTER**

**TAKE IT TO A SOLICITOR NOW**

Dear XXX

**Concerns regarding NAME OF CHILD(REN)**

**Letter Before Proceedings**

**HOW TO AVOID GOING TO COURT**

Children’s and Young People’s Services (CYPS) for the London Borough of Newham are very concerned regarding the care of your child(ren). These concerns are so severe that CYPS are thinking about starting Care Proceedings in respect of your child(ren). This means that we may apply to Court and your child(ren) could, if the Court decides that this is best for him/her/them, be taken into care.

Our concerns are set out at the end of this letter. Also set out in this letter are things we would like you to do to address our concerns. If you cannot adequately address our concerns it is likely we will make an application to the Court, as stated above.

**AN IMPORTANT MEETING ABOUT WHAT WILL HAPPEN NEXT**

Please come to a meeting with us to talk about these concerns on **DD/MM/YYYY at ?:?? am/pm** at the Social Services office. The address is **Address**. Please contact the child(ren)’s social worker (details at header of letter) to tell us if you will come to the meeting.

The purpose of this meeting is to discuss our concerns with you and design a plan to keep your child(ren) safe.

**INDEPENDENT LEGAL ADVICE**

You do not have to instruct solicitors to advise you in relation to this matter. However, it may be in your interests to do so.

At the end of this letter is a list of solicitors you may wish to try to contact. If you cannot contact any of these solicitors you can obtain the details of solicitors that provide advice and assistance in family law matters from the law society. They can be contacted on 020 7242 1222. Their website address is: <https://www.lawsociety.org.uk/>

You can also obtain guidance on obtaining independent legal advice from Civil Legal Advice. You can find more details about them here:

<https://www.gov.uk/civil-legal-advice>

The following contact details for Civil Legal Advice are taken from the website above:

|  |  |
| --- | --- |
| **Contact point**  |  |
| Helpline | 0845 345 4 345 |
| Opening hours | Monday to Friday 9.00 am to 8.00 pmSaturday 9.00 am to 12.30 pm |
| Minicom | 0845 609 6677 |

The above website also provides details of Civil Legal Advice’s online and text services.

**WHAT WILL HAPPEN IF YOU DO NOTHING**

If you do nothing, the Local Authority will be concerned you are ignoring or minimising our concerns, thus placing your child(ren) at further risk. If you do not answer this letter or come to the meeting, one of the possibilities is that the Local Authority will go to Court to make sure that your child(ren) is/are safe. However, we hope such action will not be necessary.

We look forward to seeing you at the meeting with your solicitor (should you instruct a solicitor). If you do not understand any part of this letter, please contact the child(ren)’s social worker (details at header of letter). Please tell the social worker if you need any help with child care or transport arrangements in order to come to the meeting, and we will try to help.

Yours sincerely

**The concerns of the London Borough of Newham**:

**The London Borough of Newham would like you to**:

1. Confirm that you will come to the meeting referred to in the accompanying letter. Please bring your solicitor (if you instruct one) with you.
2. Engage in a parenting assessment to be completed by Name/Organisation by DD.MM.YYYY.
3. Engage with the Child Protection Plan.
4. Provide the details of all persons willing to attend a Family Group Conference (FGC). The purpose of the FGC is:
	1. To establish who can provide what level of support to you in caring for your child(ren) and;
	2. Determine who is willing to be assessed as a possible alternative carer for your child(ren), should it become necessary for your child(ren) to be removed from your care.

**The London Borough of Newham will**:

1. Convene a family group conference within 30 working days of all participants being identified and their contact details provided.
2. Arrange for a parenting assessment of you to be completed by Name/Organisation by DD.MM.YYYY.
3. Adhere to its obligations under the Child Protection Plan.
4. Arrange a review pre-proceedings meeting with you and your solicitor when all outstanding assessments have been completed.
5. Consider commencing care proceedings if the concerns, outlined above, are inadequately addressed.

| **Firm** | **Address** | **Contact Information** |
| --- | --- | --- |
| A and A Law | Suite 32, St Olav’s Court, City Business Centre, Lower Road, Canada Water, SE16 2XB | 02072311405 |
| A H Page  | 640 Cranbrook Road, Ilford, IG6 1HQ | 02085541985 |
| Archer Fields Solicitors | 259-261 Cranbrook Road, Ilford, IG1 4TG | 02085185600 |
| Arora Ashton Patel | 190-192 Cranbrook Road, Ilford, IG1 4LU | 02085546263 |
| Cale Solicitors | Suit one, 80a Blackheath Road, Greenwich, London, SE10 8DA | 02086942269 |
| Charles Ete and Co Solicitors | 19 Thames Road, Barking, IG11 0HN | 07956440706 |
| Crimson Phoenix Solicitors | Unit 2.21, Barking Enterprise Centre, 50 Cambridge Road, IG11 8FG | 02085916500 |
| Cunningham Blake Solicitors | 1 Spencer yard, Blackheath, London, SE3 0DE | 02082975800 |
| Dillex Solicitors | 107B Ripple road, Barking, IG11 7NY | 02085913351 |
| Edell Jones and Lessers | 1st Floor, 54/56 Barking Road, East Ham | 02085485700 |
| Edwards Duthie | Bank House, 269-275 Cranbrook Road, Ilford, IG1 4TG | 02085149000 |
| Gans and Co Solicitors | 10a Evelyn Court, Grinstead Road, London, SE8 5AD and Unit 10b Evelyn Court, Grinstead Road, London, SE8 5AD | 02086914464/02078208222 |
| Gary Jacobs and Co | 137 George Lane, London, E18 1AN | 02085364050 |
| H E Thomas and Co | 3 Thomas Street, Woolwich, SE18 6HL | 02088543036 |
| Hudgell and Partners | 35-36 Market Street, London, SE18 6Qp | 02088541331 |
| J Copper  | 69 Burdett Road, Bow, London, E3 4TN | 07956163271 |
| Jeya and Co Solicitors | 322 High Street North, London E12 6SA | 02085521999 |
| K and S @ Law Solicitors | 133 Plumstead High Street, London, SE18 1SE | 07951 272375 |
| Lahiff and Company | Suite 02, 2nd Floor Block Z, Island Business Centre,18-36 Wellington Street, SE18 6PF | 07939081839 |
| Littlestone Cowan Solicitors | 269 Ilford Lane, Ilford, IG1 2SD | 02085143000 |
| McMillen Hamilton Mccarthy | 67 Burdette Road, London, E3 4TN | 02089806060 |
| Morgan Hall Solicitors Limited | Westplan House, 73-77 Ilford Hill, Ilford, IG1 2DG | 02085144448 |
| Norman H Barnett and Co | 397 Barking Road, London, E6 2JT | 02084712112 |
| Pearsons | Broadway House, 15-16 Deptford Broadway, London, SE8 4PA | 07976304796 |
| Perera and Co | 1st Floor, 301 Romford Road, Forest Gate, E7 9HA | 07885429910 |
| Ratna and Co  | 169a High Street North, London, E6 1JB  | 02084708818 |
| S Satha and Co Limited | 358 High Street North, Manor Park, E12 6PH | 02084719484 |
| SA Law Chambers and Solicitors Limited | Heraldic House, 1st Floor, 160-162 Cranbrook Road, Ilford, IG1 4PE | 02085540012 |
| Samuel and Co Solicitors | 58b Ripple Road, Barking, IG11 7PG | 07979953914 |
| Shanaz and Partners Solicitors | Unit 8, Quebec Wharf, 14 Thomas Road, E14 7AF | 02073752898 |
| SJ Law | 233 Katherine Road, London, E6 1BU | 07932617383 |
| Sternberg Reed | Focal House, 12-18 Station Parade Barking, IG11 8DN | 02085913366 |
| Venters Solicitors | 1-6 Camberwell Green, London, SE5 7AD | 02072770110 |
| Wiseman Lee LLP | 2 High Street South, East Ham, E6 6EU | 02082151000 |