

Name (12pt Arial bold)

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Postcode (12pt Arial bold)

Date:

Our Ref:

**Education Health and Care Assessment**

Dear Parent/Carer/Guardians:

Dear Parent/Carer/Guardians:

As part of your child’s Education, Health, Care request for assessment, Birmingham Children’s Trust is required by SENAR to gather information for Section …. which relate/s to your child’s social care needs.

The team have attempted to contact you on the telephone numbers provided with no success. Therefore, could you please return the call on (DATE) and (TIME) so we can gather the information for the Social Care Advice.

If this date and time is not convenient, please contact me to make an alternative appointment.

Yours sincerely

Hand written signature / Electronic signature

**Officer Name (12pt Arial bold)**

Job title (12pt Arial)

This is how the text will look when typed. It will be 12pt Arial. You can double click on the footer to change the address and contact details. Please keep the website address, but remove the Fax heading if you do not have a need for it. Please do not adjust the logo above.