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Requests for Reports from ‘Outside Agencies’

Dear Parents / Carers

Recently, we have received a number of requests from parents to complete ‘reports’ for professionals outside school (Referred to as ‘Outside Agencies’). These could include, for example, Social Services, Appeal Panels or Department for Work and Pensions.

The protocol for such requests is that the school will write such reports, however, **the request must be in writing and issued by the agency requesting it. A ‘Parental Request’ on behalf of another agency will not be accepted.**

As I am sure you will understand, the sharing pupil information is a sensitive matter; where professionals request information, there is a need for clarity of what is required, assurance that it will be used in line with data protection requirements and that the report is accurate – responding to need.

If you have a request form another agency to approach the school for a report, they should be advised that they need to contact the school direct. This is a common practice and they will be aware that this is the correct protocol.

Many thanks for your support.

Yours sincerely

Mr P Seargent, Headteacher

