Dear Parents and Carers

I wish to introduce myself to you. My name is …………………………… and I am the Designated Person in school with lead responsibility for promoting the educational outcomes for children that have been adopted from care or are subject to a special guardianship order or a child arrangement order. Collectively this group may be referred to as children previously in care or previously looked after.

If this is relevant to your family, please read on.

**Pupil Premium Plus**

If your child was previously looked after by a local authority in England, Wales or from abroad and is now adopted, subject to a special guardianship order or a child arrangement order, the school is able to claim £2570 each year to support the social, emotional and educational needs of this group of children.

The school can only claim this funding if you inform us before October. We will need to see a copy of the order or a letter from the local authority/country that placed the child with you. We will then complete our census which is sent to Cambridgeshire Local Authority. Please provide this information to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and role).

Please be aware that this information must be declared each time your child starts a new school. Therefore, if this applies to your child, and it is your child’s first year with us, we would appreciate it if you could make contact.

We are happy to discuss the use of pupil premium plus with you, you can also view our pupil premium strategy on our school website (insert web link).

If you have any questions about how we store this information, please don’t hesitate to make contact with me.

**Home / School Partnership**

We understand that a child’s early experiences may have a lasting impact and that every child is unique. We would like to work in partnership with families to ensure that each child’s educational experience is positive and that they achieve the very best that they are able to. With this in mind I would like to encourage you to make contact with me. You can do this by…

I look forward to working with you.

Yours sincerely

Designated Person for Children Previously in Care