**Template Email to Staff** (to copy and paste)

Subject: The SEND Local Offer - Important information regarding SEND students and their families

Dear staff,

As you may already be aware, [Shropshire's SEND Local Offer](http://www.shropshire.gov.uk/the-send-local-offer/) is an excellent source of information and support for parent carers of children and young people with SEND, and the practitioners that support them, however many staff are not utilising the Local Offer to its full potential.

The information within the Local Offer can help to support your students and their families and find the services available to suit their individual needs. You will find information about [support groups](https://www.shropshire.gov.uk/the-send-local-offer/family-support/) in the local area, [mental health services](https://www.shropshire.gov.uk/the-send-local-offer/mental-and-emotional-health-and-wellbeing-service/), [EHCP guidance](https://www.shropshire.gov.uk/the-send-local-offer/education/education-health-and-care-plan/how-to-request-a-statutory-assessment-for-an-ehcp/parentcarers-process-for-requesting-an-assessment/), [educational support available](https://www.shropshire.gov.uk/the-send-local-offer/education/education-health-and-care-plan/how-to-request-a-statutory-assessment-for-an-ehcp/parentcarers-process-for-requesting-an-assessment/), [Social care](https://www.shropshire.gov.uk/the-send-local-offer/social-care/), [local events](http://search3.openobjects.com/kb5/shropshire/fid/family_results.page?familychannel=322), [financial support](https://www.shropshire.gov.uk/the-send-local-offer/financial-support/) available to families and lots more.

Please familiarise yourself with the Local Offer and inform all parent carers of children and young people with SEND that the Local Offer is there to help them. We are sure that you will find resources that you can use yourself or to empower families to ‘self-help’ and find out information for themselves when appropriate.

As someone that works with SEND students and their families, we also encourage you to keep up to date with Local Offer news and events by following the Local Offer on [Facebook](https://www.facebook.com/sclocaloffer/)  and [Twitter](https://twitter.com/localoffershrop)

We really need your help to spread the word about the Local Offer to our SEND families in Shropshire to ensure that they can access the support they need. The school office has been provided with hard copies of posters and flyers and we would be very grateful if you could display in your classroom or office spaces where pupils and their families can see them. Please also find an electronic copy of the poster attached, should you wish to print some more in the future.

Thank you for your support in spreading the word, if you have any questions or need any assistance using the Local Offer please do get in touch at local.offer@shropshire.gov.uk and if you have any feedback on how to improve the Local Offer, drop them an email.

Kind regards,