



Parent Initial Concern
Six Week Observation Diary

Dear Parent/Carer,

Thank you for working with us to support your child.

The purpose of this diary is to help us better understand your child's needs, behaviours and triggers at home and what helps them to regulate. Teachers will also be making observations and assessing their needs in school before we consider any additional SEND support.

This diary is an important evidence-building tool. By recording specific behaviours, possible triggers, and the strategies, activities, and tools that help your child regulate, you are providing valuable information that will:

- Help us identify any additional needs early.
- Enable the school to plan ordinarily available inclusive provision to support your child effectively.
- Signpost us to the correct professional agencies that can further support your child's needs.

Your observations will guide us in creating a supportive environment tailored to your child's strengths and challenges. Please complete the diary honestly and consistently over the next six weeks.

How to use the diary

- Complete short notes daily.
- At the end of each week, fill in the summary section.
- Be honest and specific—this helps us support your child effectively.

Focus on:

- What happened?
- What might have triggered it?
- How did your child respond?
- What helped them calm or cope?

If you have any questions, please feel free to contact us. Thank you for being an essential part of this process.

Warm regards,

Mrs & Cookson

Special Educational Needs Coordinator

Child's Name: _____

Class: _____

Date Range: _____

Example Daily Log:

Day	Behaviour Observed	Possible Trigger	Regulation Strategy Used	Outcome
Mon	Refused to get dressed for school	Change in routine (PE day)	Gave extra time, used visual timetable	Calmed after 15 mins
Tue	Tearful after school	Tiredness, hunger	Quiet time in bedroom, soft music	Settled within 30 mins
Wed	Angry outburst during homework	Task felt too hard	Broke task into smaller steps, praised effort	Completed work calmly

End of Six Weeks Reflection:

Overall patterns noticed:

Biggest challenges:

Most effective strategies:

Additional concerns:

Week 1

Day	Behaviour Observed	Possible Trigger	Regulation Strategy Used	Outcome
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Weekly Summary:

Most common behaviours: _____

Likely triggers: _____

What worked best to regulate: _____

Any changes noticed: _____

Week 2

Day	Behaviour Observed	Possible Trigger	Regulation Strategy Used	Outcome
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Weekly Summary:

Most common behaviours: _____

Likely triggers: _____

What worked best to regulate: _____

Any changes noticed: _____

Week 3

Day	Behaviour Observed	Possible Trigger	Regulation Strategy Used	Outcome
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Weekly Summary:

Most common behaviours: _____

Likely triggers: _____

What worked best to regulate: _____

Any changes noticed: _____

Week 4

Day	Behaviour Observed	Possible Trigger	Regulation Strategy Used	Outcome
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Weekly Summary:

Most common behaviours: _____

Likely triggers: _____

What worked best to regulate: _____

Any changes noticed: _____

Week 5

Day	Behaviour Observed	Possible Trigger	Regulation Strategy Used	Outcome
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Weekly Summary:

Most common behaviours: _____

Likely triggers: _____

What worked best to regulate: _____

Any changes noticed: _____

Week 6

Day	Behaviour Observed	Possible Trigger	Regulation Strategy Used	Outcome
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Weekly Summary:

Most common behaviours: _____

Likely triggers: _____

What worked best to regulate: _____

Any changes noticed: _____