



Six Week Observation Diary

Parent Initial Concern

HOLY CROSS AND ALL SAINTS RC PRIMARY SCHOOL

"We are of the Gospel, educating all children in order for them to grow and reach their full potential as fulfilled people in Christ"

About your child

Child's full name

Class

Diary started (date)

Diary finished (date)

You can fill this diary in on the computer and save it as you go, or print it out and write on it by hand — whichever suits you better.

This diary belongs with your Initial Concern Form

You can hand your Initial Concern Form in before the diary if you would like to, or hand them both in together at the end of the six weeks. You do not have to wait six weeks to raise something urgent — come and find us at any point.

A note from our SENDCo

Dear parent or carer,

Thank you for working with us to support your child. This diary helps us understand your child's needs, what they find difficult, what sets those difficulties off, and what helps them settle again. Teachers are making their own observations in school over the same six weeks. Together, these two pictures tell us far more than either would alone.

What you write here is real evidence. By recording what actually happened, when, and what helped, you are giving us information that will:

- help us identify any additional needs early;
- help us plan Ordinarily Available Inclusive Provision — the everyday classroom support that works for your child, without needing a diagnosis;
- point us towards the right outside professionals, if your child would benefit from their involvement.

Please fill it in honestly. There are no right answers, and a difficult week is as useful to us as a good one. If a day passes with nothing to record, leave it blank.

With thanks,

Ms A Richardson

Assistant Headteacher and SENDCo

How to fill it in

Little and often

A line or two on the day it happens beats trying to remember on Sunday night. Only fill in the days where something stood out.

Be specific

"Refused to get dressed, shouted, took 20 minutes" tells us much more than "bad morning".

Note what helped

The things that work are the most valuable part of this diary — they often become the strategies we use in class.

Sum up each week

The weekly summary at the foot of each page is where patterns start to show.

An example, filled in

Day	What happened	What might have set it off	What you tried, and what helped	How it ended
Mon	Refused to get dressed for school	Change in routine — PE day	Extra time, visual timetable on the fridge	Calm after 15 mins
Tue	Tearful after school, wouldn't talk	Tired, hungry	Quiet time in her room, soft music, snack	Settled within 30 mins
Wed	Angry outburst over homework	Task felt too hard	Broke it into three smaller steps, praised effort	Finished it calmly

Week 1

of six

Week beginning

Day	What happened	What might have set it off	What you tried, and what helped	How it ended
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Weekly summary

What came up most often this week?

What seemed to set things off?

What worked best to help your child settle?

Anything that changed, or surprised you?

Week 2

of six

Week beginning

Day	What happened	What might have set it off	What you tried, and what helped	How it ended
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Weekly summary

What came up most often this week?

What seemed to set things off?

What worked best to help your child settle?

Anything that changed, or surprised you?

Week 3

of six

Week beginning

Day	What happened	What might have set it off	What you tried, and what helped	How it ended
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Weekly summary

What came up most often this week?

What seemed to set things off?

What worked best to help your child settle?

Anything that changed, or surprised you?

Week 4

of six

Week beginning

Day	What happened	What might have set it off	What you tried, and what helped	How it ended
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Weekly summary

What came up most often this week?

What seemed to set things off?

What worked best to help your child settle?

Anything that changed, or surprised you?

Week 5

of six

Week beginning

Day	What happened	What might have set it off	What you tried, and what helped	How it ended
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Weekly summary

What came up most often this week?

What seemed to set things off?

What worked best to help your child settle?

Anything that changed, or surprised you?

Week 6

of six

Week beginning

Day	What happened	What might have set it off	What you tried, and what helped	How it ended
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				

Weekly summary

What came up most often this week?

What seemed to set things off?

What worked best to help your child settle?

Anything that changed, or surprised you?

Looking back over the six weeks

This is where you pull the six weeks together. Our SENDCo reads this page first, so do take your time with it.

Looking across the whole six weeks, what patterns can you see?

What has been hardest — for your child, and for you?

Which strategies worked best? These are the ones we will try to use in school too.

Is there anything else you want us to know, or anything you would like to ask?

What happens next

Bring this diary into school, or email it to our SENDCo, along with your Initial Concern Form if you have not already handed it in. The class teacher and our SENDCo will read them alongside the observations made in school, and will arrange to talk it through with you and agree the next step together.

sendco@holycrossallsaints.salford.sch.uk

For school use

Received by

Date received

Discussed with parent

Passed to SENDCo

Patterns noted by school, and action agreed