



Every Child is Included and Supported

Communication Passport Permission Slip

INCLUSION SUPPORT SERVICE

Appendix 2 (a)

Dear Parent/Guardian,

In order to help current and visiting members of staff in school to get to know and understand how to help _____, it may be a good idea to have a personal communication passport made. A communication passport is a small booklet which provides information about _____ and how he/she communicates. Please be assured that the passport will be used respectfully to help your child with transitions throughout the day.

An example of the passport has been included with this letter for your perusal. It is hoped that you will agree to the passport being made and that you and other family members will help to create it. Use of photographs of special people, things and places may be useful to help make the passport more meaningful and so that _____ will recognise it as being his/hers.

Please return the attached form to state whether you agree to the communication passport being made and if you are happy with the use of photographs.

If you have any questions or require any clarification, please do not hesitate to contact the school.

Yours sincerely

Class Teacher

Communication Passport Tear-off Slip

Yes, I would like my child to have a communication passport and will assist in making it.

No, I do not want my child to have a communication passport.

Signed _____

Date _____