

# Hollinswood Primary School & Nursery SEN/Medical Related Paperwork Filing Procedure

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All reports/letters regarding SEN/Medical issues from any external agencies are to be sent to SENCO in first instance.

SENCO to share report/letter with class teacher.

Teacher to share report/letter with parent (if relevant).

SENCO to pass document to admin team.

Admin to file document in pupils safeguarding folder/individual folder.