

September 2023

Dear Parents and Carers

Changes to Document Assistance

I am writing today to explain that going forward, school staff are no longer to be signatories on documentation such as:

- Passport applications

With regards to:

- Disability Living Allowance applications (DLA)
- Personal Independence Payment applications (PIP)

The school will not complete the actual forms but the office team will write a short letter confirming your child attends Meadowfield School and provide a copy of the EHCP, which can be attached to your DLA or PIP application and provides all the information required. All requests need be sent to the office team via office@meadowfield.kent.sch.uk or telephoning the school office tel.01795 477788 and not through class teachers.

Unfortunately, staff simply do not have the capacity to complete such paperwork, may not have the knowledge required to legally be a signatory nor should staff be providing personal details which are required in some cases when completing forms, such as a passport number.

We hope that you understand this decision and I also hope that this does not cause you any inconvenience.

Best Wishes & Warmest Regards,

Yours sincerely



Jill M. Palmer
Executive Principal