One-page profile

Photo of child or young person here.

Like and admire:

This element needs to be a positive, proud list of the child or young person's individual's qualities, strengths and talents. Avoid words like 'usually' or 'sometimes' or anything that sounds like faint praise.

What's important to the child or young person:

Include enough detail so someone who doesn't know the child or young person can understand what matters to them. If you took the names off the one-page profiles, it should still be easy to identify everyone.

Instead of this:

- loves breaks
- being organised
- having friends

Write this:

- playing games (usually involving running and skipping) with Hannah and her other close friends at break times.
- having her pencil case and bag packed the night before
- sitting with Ella, Lucy and Nina at lunchtime

How to support the child or young person well:

Include enough detail that a supply teacher could immediately support the individual well and know both what to do and what to avoid.

Instead of this:

- be patient with Liam
- Chloe needs help with friendships

Write this:

- Liam may need you to repeat a task a couple of times before he feels confident trying it. You can tell if he is unsure because he will look out of the window and chew his pencil. Asking if he has any questions about the activity usually works better than asking if he understands what to do.
- Chloe takes time getting to know people and making friends. It helps if you can find ways for her to spend her time sitting with different girls in the first weeks of term. She appreciates you asking how her friendships are going in one-to-one time.