# SASC Guidance

## Referral letter template – indicators of speech, language or communication difficulties

### For guidance:

* The purpose of the letter is to support referral to Speech and Language Therapy services, where it may be considered appropriate, and detail information collected during the diagnostic assessment process (e.g. through background information, discussions, observations).
* Parent/carer consent is needed for all onward referrals. For this reason, the following letter must be attached to the diagnostic report rather than sent directly by the specialist assessor to another agency.
* Where possible, the specialist assessor should reference the referral pathway to Speech and Language Therapy services for the location in which the child/ young person lives.
* The specialist assessor may recommend that the parent/ carer discusses referral to SALT with the school SENCo or G.P.

See next page for letter template.

To Whom It May Concern

(cc. as relevant)

Re: Name of child/young person/adult

DOB:

XXX was recently referred to me for an assessment to investigate the possibility of a specific learning difficulty / because of concerns about……………………………………………………

A diagnosis of dyslexia was/was not given.

Information about XXX’s developmental history was gathered before the assessment, including questions about speech, language and communication. The following difficulties were reported by (XXX, teacher, family etc):

*
*

During the assessment, which took place on XXX, I noted that XXX had difficulty in the areas of: *(Complete as appropriate)*

* Understanding questions and instructions
* Understanding and using vocabulary
* Understanding non-literal language
* Oral expression (e.g. grammatical errors, limited use of complex sentences, difficulty finding the right word when needed)
* Using language effectively (e.g. verbal reasoning, expressing emotions, asking questions, giving explanations, sequencing and organising ideas, giving the key information needed for the listener to understand, expressing ideas clearly and concisely)
* Speech (e.g. difficult to understand, hoarse voice, stammering, errors with speech sound production)
* Other………………..

These difficulties seem to be having an impact on……………………….

I am writing to support a request that XXX be referred to a speech and language therapist to for further investigation of his/her speech, language and communication skills.

Yours etc

Your name, qualifications and contact details.

Date: