

Guidance document for schools to add or update their SEND information report on the Local Offer Website.

<http://www.peoplesinfont.org.uk/kb5/redcar/directory/localoffer.page>

Each school provides the information required to meet the legislation regarding the provision of information about services for pupils with SEND.

This information is loaded onto the Local Offer area of the PIN website and now needs to be reviewed and updated.

Please follow the instructions below to update your record:

1. Log into your account [here](#) or if you are not a member, register [here](#).
2. If you are already the registered user for your school on PIN, you will be able to go into the school record.
3. If you are a new user for your school, email Amie Metcalfe (Local Offer Officer) on Amie.Metcalfe@redcar-cleveland.gov.uk and advise which school you need to be assigned to. Once this has been done follow the steps below.
4. Once you have been approved as a user, your school record should automatically come up as available for editing next time you log in. **All schools** are being asked to review your general school record and **add or review** the Local Offer information which you will see as you scroll down the screen. Please note that if you used your own format for the Local Offer and not our template, then we will have simply uploaded that document as a .pdf file attached to your record. We have provided you with a few screen shots below as an example of how the template Local Offer form we have provided you with should appear.

Once your record has been set up and you log into it in PIN, it will appear like this. Here you can move down through the screens and add/amend information as you wish.

pin PEOPLE'S INFORMATION NETWORK in Redcar & Cleveland

Edit Service Listing

You can use this form to edit a Service listing. Fields marked with * are required

Listing Details

Please provide your listing with a short title that will be meaningful to members of the public. Don't use the same title for multiple listings. Also provide a short description using plain English to describe what your listing is about.

Title *

Description *

Contact Details

Please give the details of who people should contact to find out more. You must provide at least a telephone number or email address. These contact details will be displayed on the website.

Contact Name

Contact Position

Contact Telephone

Listing Details

Contact Details

Contact Telephone

Contact Telephone

Contact Email

Contact Website

Venue Details

Please provide a full address and postcode for your venue. It is particularly important that you provide the correct postcode as this will be used by the site in locating your venue for users

Venue Name

House name / number

Street

Village

Town / City

County

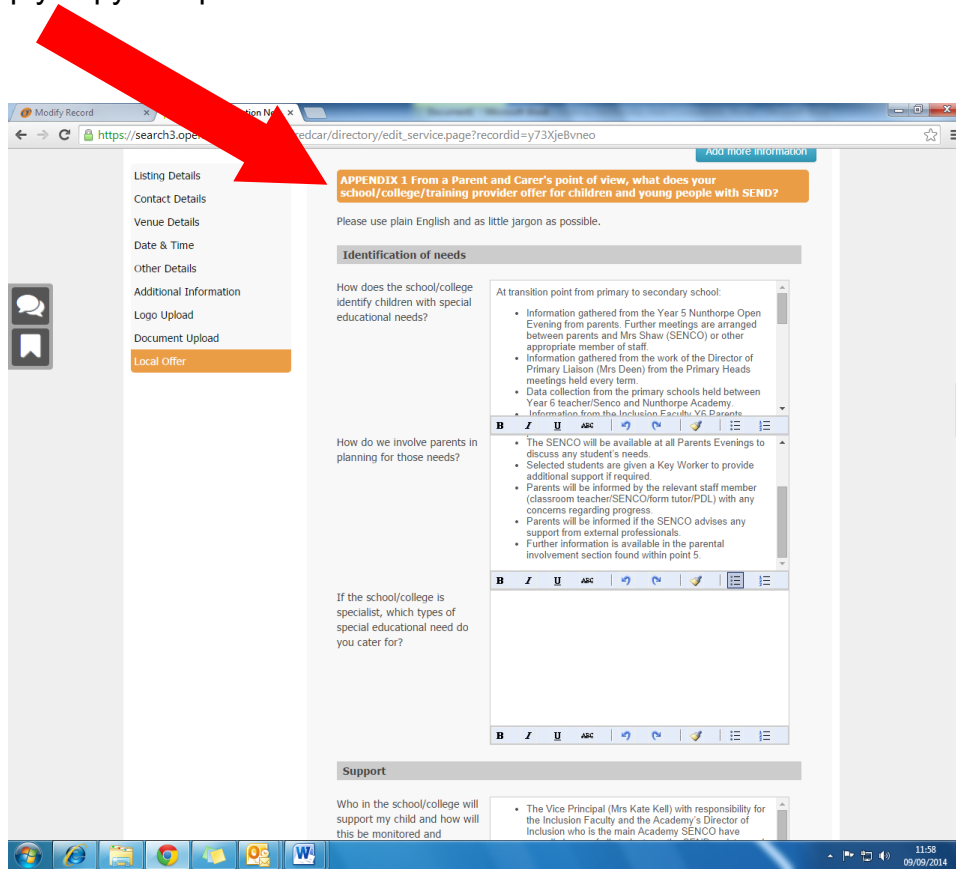
Venue Postcode

Notes

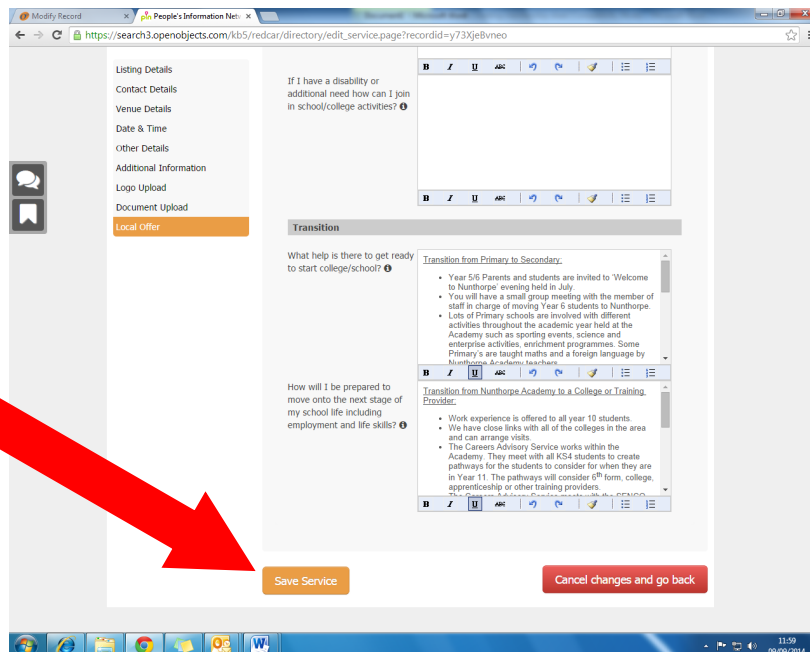
Date & Time

Please provide a brief sentence on when your service/activity takes place or is open, such as; 'Open

To input your Local Offer information, move down through the screens to Appendix 1. Here you can input your Local Offer information in the relevant areas (same layout as the templates you have been sent as word documents). If you have done them in word please simply copy and paste into the fields.



Once you have completed all your Local Offer information, please click on SAVE SERVICE to save your record.



Once you save your service at the very bottom of the screen, these additions or amends will be automatically saved and come through to Amie Metcalfe (Local Offer Officer) to review and publish onto the live website.