




SEND cycle at Tetherdown 2020-21

	SEN - School Support Level children without outside agencies	EHCPs or children with referrals/agencies Reviews organised and chaired by SENDCo
 <p>Autumn term = 15 weeks</p> <p>Week 1 –SENCo & TAs/SNAs – Performance management meetings</p> <p>Week 2 & 3 SENCo and DH meeting teachers + SNAs- to discuss SEN provision in your class; discuss Learning Plans targets (PPRs)</p> <p>Week 3 – Interventions start+ SENCo observing children working/playing</p> <p>Week 4 or 5 - LEARNING PLAN Reviews with Parents – Organised and chaired by SENCo</p> <p>Week 8 & 9 – Open Door – Parent consultation with the SENCo – open to all parents (To coincide with Parent’s evening)</p> <p>Week 8 & 9 –SENCo observing TAs/SNAs</p>	<p>Discuss Autumn targets/interventions/support</p> <ol style="list-style-type: none"> 1. TAs/SNAs & teachers contribute to LP writing 2. Teachers review LPs on the same week as SENCo – see cycle dates <p>Reviewed LP (PDF) will be sent to parents before meeting</p> <p>Reviews to be done over Teams</p>	<p>SENCo will sit on as many Learning Plans reviews as possible</p> <ol style="list-style-type: none"> 1. Children with EHC Plans 2. SEN - School Support Level with outside agencies 3. New SEN cases 4. Support NQT /new staff <p>Teachers and SNAs attend these too – during school time</p> <p>Reviewed LP and draft LP (PDF) will be sent to parents before meeting</p> <p>Reviews to be done over Teams</p>
 <p>Spring Term = 12 weeks</p> <p>Week 1 & 2 – SEN & PPR meetings - to discuss SEN provision in your class; to review LEARNING PLANs and draft new ones</p> <p>Week 3 – SEN observations – SENCo observes chl. Working/playing</p> <p>Week 4 - LEARNING PLAN Reviews with parents – organised by teachers & SENCo</p> <p>Week 7 – SENCo observing TAs/SNAs</p> <p>Week 8 & 9 Open Door – Parent consultation with the SENCo – open to all parents (To coincide with Parent’s evening)</p>	<p>SEN - School Support Level without outside agencies</p> <p>Review Autumn targets/interventions/support</p> <p>Discuss Spring targets/interventions/support</p> <p>Reviewed LP (PDF) will be sent to parents before meeting</p> <p>Reviews to be done over Teams</p>	
 <p>Summer Term = 12 weeks</p> <p>Week 2 – SEN observations – SENCo observing chl. in class</p> <p>Week 3 - SEN Prep meetings - to discuss SEN provision in your class; to review LEARNING PLANs and draft new ones</p> <p>Week 4 - LEARNING PLAN Reviews with parents – organised by teachers & SENCo</p> <p>Week 5/6 – SENCo observing TAs/SNAs</p>	<p>SEN - School Support Level without outside agencies</p> <p>Review Spring targets/interventions/support</p> <p>Discuss Summer targets/interventions/support</p> <p>Reviews to be done over Teams</p> <p>Reviewed Summer LP (PDF) will be mailed to parents on the last week of school</p>	<p>Summer term has the additional Annual review meetings for children with EHCPs (total at Tetherdown: 8 EHCPs)</p>

Week 7 - Open Door – Parent consultation with the SENCo – open to all (morning only)		
Week 8 –TAs/SNAs Performance management reviews		
May + June - Annual reviews – children with EHCs		

SEND Observations: Once a term, I will endeavour to observe all children on the SEN list. **ADDITIONAL observations** must be requested before the Observation Week by filling in 360° + Record of concern docs and e-mailing it to me.

Concerns are not necessarily a SEND issue. It can be a child protection matter, health matter, a sudden learning dip in a specific area, unusual behaviour, etc. Share your concerns with SMT and/or SENDCo via email too (attach Record of concern and 360° to this email). Concerns will be discussed at PPR and LP meetings

SEN Open Door: Three times a year- same evenings as parent consultations - I will see any parent with concerns regarding their child’s learning, welfare etc.

TAs+ SNAs: Weekly **record keeping** time (20/30 mins) e.g. comments on on-going interventions, prep. resources etc.

Most interventions are 10 week long

Intervention Update – TAs meet SENCo in a rota system;

Pre + post assessments, data collection and LP writing – will be done either end of the term, once the interventions finish (afternoons only)

NEW SEND cases: SENDCo will always attend initial meetings.