

EHCP SEND Cycles

Autumn, Spring and Summer 1	
Week	SEND event
Wk 1	SNA to draft EHCP learning plan (referring to EHCP 1-page targets) SNA contacts other professionals involved with child to request their targets
Wk 2	SNA and Teacher to meet. SNA to bring the child's 1 page profile & 1-page EHCP targets SNA and Teacher to discuss LP targets with SNA using the 1-page EHCP targets , check the 1 page profile a (1-2 hours) Teacher writes child's timetable with SNA (15-20mins) End of Wk2: SNA to send EHCP LP and timetable to SENDCo
Wk 3	SENDCo checks EHCP targets and meets SNAs to go through this. SENDCo observes children. End of Wk3: SENDCo to finalise targets on EHCP LP
Wk 4	Teachers to send home ECHP LPs to families. SENDCo meets with Teachers (prior to meeting families). SENDCo organises meeting with Teachers to discuss the EHCP LPs.
Wk 5 to penultimate week of half term 2	SNA and Teacher to carry out targets/interventions. SNA and Teacher to meet regularly to discuss child and keep each other updated on the child's progress, have an input in planning etc. SENDCo organises meeting with Teachers, SNAs and families to discuss the EHCP LPs.
Autumn, Spring and Summer 2	
Wk 1 to penultimate week of half term 2	SNA and Teacher to carry out targets/interventions. SNA and Teacher to meet regularly to discuss child and keep each other updated on the child's progress, have an input in planning etc.
Penultimate Week of Term	SNA assesses and reviews EHCP LPs.
Final Week of Term	SNA sends reviewed EHCP LP to teachers to read and send home before the end of term. NB: <u>SUMMER TERM</u> - SNA to update child's 1- page profile of the child and if necessary, the 1-page EHCP target page. SNA to file and save all LPs in child's SEND folder.