




Learning Plan review cycle at Tetherdown 2022-23

	SEND - School Support Level children without outside agencies	EHCPs or children with referrals/agencies Reviews organised and chaired by SENDCo
 <p>Autumn term = 14 weeks</p> <p>Week 1 & 2 –SENDCo & TAs/SNAs – discuss SEN provision in your class; discuss Learning Plans targets (PPRs)</p> <p>Week 3 – Interventions start+ SENDCo observing children working/playing + Performance management meetings</p> <p>Week 4 or 5 - Learning Plans meetings with parents – SENDCo Organises and chairs EHCP, new cases and cases where peripatetic professionals are involved. Teachers organise meetings for the other SEND children in their classes.</p> <p>Week 6 – Open Door – Parent consultation with the SENDCo – open to all parents (To coincide with Parent’s evening)</p> <p>Week 7 – Yr. 6s annual reviews (before the end of October)</p> <p>Week 8 & 9 –SENDCo 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. Monitoring Plans and LP plans sent to parents 10 mins phone call offered to parents 	<p>Termly reviews</p> <p><u>SENCo will sit on as many Learning Plans reviews as possible and on ALL EHCP/LP reviews</u></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 meetings 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 2 – Interventions start</p> <p>Week 3 – SEN observations – SENDCo observes chl. Working/playing</p> <p>Week 4 - Learning Plans review meetings with parents – – SENDCo Organises and chairs EHCP, new cases and cases where peripatetic professionals are involved. Teachers organise meetings for the other SEND children in their classes.</p> <p>Week 5 or 6 Open Door – Parent consultation with the SENDCo – open to all parents (To coincide with Parent’s evening)</p> <p>Week 8 – SENDCo observing TAs/SNAs</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 1 – SEND Prep meetings - discuss SEND provision: to review Learning Plans and draft new ones</p> <p>Week 2 – Interventions start</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 emailed 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: 10 EHCPs)</p>

<p>Week 3 - SEND observations – SENCo observing chl. in class</p> <p>Week 5 - -- SENDCo organises and chairs EHCP, new cases and cases where peripatetic professionals are involved. Teachers organise meetings for the other SEND children in their classes.</p> <p>Week 7 -SENCo observing TAs/SNAs and updating Performance management reviews</p> <p>Week 8 – Open Door – Parent consultation with the SENCo – open to all (morning only)</p> <p>Week 11 - Assess children and review Summer LPs</p> <p>Week 12 – Transition plans, visits to new classes - Send LPs home – offer Phone call conversation</p> <p>Summer term – Most Annual reviews (children with EHCPs) take place during 2nd half term</p>	<p>10 mins phone call offered to parents</p>	
--	---	--

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 weeklong

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.