



## SEND Action Plan 2019-2020

	Personal Actions	SENDCO Training:	Elaine Williams' Actions
Autumn 1	<ul style="list-style-type: none"> <li>➤ New Pupil Passports</li> <li>➤ Meetings with teachers</li> <li>➤ SEN information report - website</li> <li>➤ Provision Maps – classes</li> <li>➤ Provision Maps – interventions</li> <li>➤ Collate Reading &amp; Spelling ages</li> <li>➤ Begin TA meetings - fortnightly</li> </ul>	<ul style="list-style-type: none"> <li>• New EHA</li> <li>• New LST/VS and referrals</li> <li>• New EP pyramids: EP Pyramid training &amp; consultations</li> <li>• SENDCo Network meetings</li> </ul>	<p>All reports for individual children are scanned and stored in Sharepoint. SENCO to develop her own Action Plan</p>
Autumn 2	<ul style="list-style-type: none"> <li>➤ Meet every half term with SEN governor</li> <li>➤ SEN Coffee morning</li> <li>➤ TA Meetings – every half term</li> <li>➤ Staff training – Differentiation: Initial Identification flowchart Initial Identification Literacy Difficulties booklet. Provision at Universal, Wave 2 &amp; Wave 3.</li> <li>➤ EHA referrals – assessments &amp; process needed for each major service.</li> <li>➤ Ensure all EHA referrals have had assessments completed and emailed.</li> </ul>	<p><b>SENDCO Training:</b></p> <ul style="list-style-type: none"> <li>• Designated Teacher training</li> <li>• Referral assessments &amp; documents</li> <li>• SENDCo Network meetings</li> <li>• EP Pyramid training &amp; consultations</li> <li>• Sensory Processing Difficulties</li> <li>• Diagnostic Assessments</li> <li>• SENCO Support Workshop</li> <li>• Autism Education Trust – Level 1 training.</li> </ul>	<p>Staff training – Differentiation</p> <p>Intervention Monitoring Intervention Recording using concrete Start/End Data</p>
Spring 1	<ul style="list-style-type: none"> <li>➤ Monitoring of interventions</li> <li>➤ Classroom observations for all SEN children</li> <li>➤ Meet with Vision Support – additional resources for Dylan</li> <li>➤ TA meetings – once a half term</li> <li>➤ Reception class – spend a lesson with SEN children.</li> <li>➤ Spend a morning in Nursery</li> <li>➤ TA – Skills audit – training and skills</li> </ul>	<p><b>SENDCO Training:</b></p> <ul style="list-style-type: none"> <li>• SENDCo Network meetings</li> <li>• EP Pyramid training &amp; consultations</li> </ul>	<p>➤ Staff Meeting – SMART Targets using Start &amp; End data as focus.</p>
Spring 2	<ul style="list-style-type: none"> <li>➤ TA meetings – once a half term</li> <li>➤ Review Medical Care Plans</li> </ul>	<p><b>SENDCO Training:</b></p> <ul style="list-style-type: none"> <li>• SENDCo Network meetings</li> <li>• EP Pyramid training &amp; consultations</li> <li>• SENCO Support Workshop</li> </ul>	<p>➤ Staff Meeting – Sensory Processing Difficulties</p>

Summer 1	<ul style="list-style-type: none"> <li>➤ Arrange enhanced transition for Year 6 SEN children.</li> <li>➤ Staff Meeting -</li> </ul>	<p><b>SENDCO Training:</b></p> <ul style="list-style-type: none"> <li>• SENDCo Network meetings</li> <li>• EP Pyramid training &amp; consultations</li> </ul>	Staff Meeting -
Summer 2	<ul style="list-style-type: none"> <li>➤ Look at TA skills from Autumn 1 – where would their skills fit best for Sept? TA meetings.</li> <li>➤ Transition booklet for SEN children.</li> </ul>	<p><b>SENDCO Training:</b></p> <p>SENDCo Network meetings  EP Pyramid training &amp; consultations  SENCO Support Workshop</p>	Staff Meeting -