

Parents and Carer's Guide to SEND



Stage 1 - Initial concern:

If you have concerns, speak to class teacher. They will undertake further monitoring and will come back to you to feed back and discuss further.

Stage 2 - Support through differentiation

The teacher may think it necessary to make adjustments to your child's work. This level of support is known as 'Quality First Teaching' and is part of a teacher's normal responsibilities to cater for the needs of all children.

Stage 3 - Dialogue with SENCO

If the adjustments in stage 2 are having a limited impact, the teacher will discuss your child's needs with the SENCO to decide whether to create an individual support plan.

Stage 4 - Support Plan

The teacher will identify a small number of specific and measurable targets in conjunction with the SENCO. The plan will be shared, discussed and edited with you before it is finalized.

The targets are reviewed termly with you.

Children may have a support plan for a short time, but they may require a support plan for many years. About 10-15% of the children at Meersbrook Bank have a support plan.

Screening - We may feel that it is appropriate to carry out some screening activities e.g. dyslexia, motor skills, speech & language etc.

Stage 5 - My Plan

If the support is not working or the level of additional needs increase we may consider a My Plan. This is a much more detailed support plan and is a useful document to have if we think that we may wish to pursue an EHC Plan in the future. This is reviewed termly. It is usual to review and update this document several times prior to moving to the EHCP request stage. In a MyPlan, the child's level of need and support are graded against the 'Sheffield Support Grids'.

Stage 7 - Locality Moderation Panel (Panel 1)

SENCOs and other SEND professionals meet to discuss the case and review the My Plan. If they feel it meets the agreed threshold the case will go forward to the next stage.

Does not meet threshold

Meets threshold

Stage 8 - (Closed) Panel 2

My Plan is submitted to SEND professionals who scrutinise the document further. They may pause the process to ask further questions of the SENCO.

