

SENDCo		Assistant SENDCo		Class Teachers	
				Please be aware of children in your class who have an EHCP- Annual Reviews are scheduled yearly and therefore depend on the individual child. You will be asked to contribute more substantial paperwork for these yearly meetings and should be aware of/ reviewing the EHCP outcomes at least termly as these are statutory documents.	
Term 1	- Medical plans and updates - Available for EHCP parents during Parents Evening (please request these meetings/ book via the School Office)	Term 1	- Re-assessment of all Speech and Language children against their current targets - Creation of Speech and Language timetables - Ensure resources and targets are provided to staff - Pupil Passports to be checked for current academic year and sent to parents for reference	Term 1	Updated Pupil Passports to be completed for all children at "Concern" level in your SEND File. These need to be shared with the Inclusion Team (EMorse- point of contact) and will also be sent to parents.
Term 2	- EHCP end of term reviews/ pupil voice - Individual SEND Support Plan parent meetings and updates	Term 2	- Pupil voice for children working under SaLT/ at Concern level - Observations of interventions	Term 2	SEND Support Plan end of term reviews
Term 3		Term 3	Teachers to update/ review all Pupil Passports. This to be monitored and updated paperwork shared with parents	Term 3	Review and update all Pupil Passport outcomes. These need to be shared with the Inclusion Team (EMorse- point of contact) and will also be sent to parents.
Term 4	- Individual SEND Support Plan parent meetings and updates - All EHCP Transition Reviews- children in Year 5 - EHCP end of term reviews/ pupil voice	Term 4	- Pupil voice for children working under SaLT/ at Concern level - Observations of interventions	Term 4	SEND Support Plan end of term reviews
Term 5		Term 5	- Liaise with nurseries/pre-schools in preparation for transition of EYFS children - Introduce to new EYFS parents	Term 5	
Term 6	- EHCP end of term reviews/ pupil voice - Individual SEND Support Plan parent meetings and updates	Term 6	- SaLT parent meetings/ end of year reviews - Concern parent meetings/ end of year reviews	Term 6	- One Page Profiles to be completed for all SEND children and shared with Inclusion Team and transitioning teacher. - SEND Support Plan end of term reviews

EHCPs These scheduled reviews will take place in addition to your child's yearly Annual Review which you will be invited to attend	SEND Support Plans These scheduled reviews will take place in addition to your child's twice yearly My Support Plan reviews which you will be invited to attend.
Term 1 Miss Denmeade (SENDCo) available for Parents Evening appointments with parents of children that have an EHCP <i>(please request these meetings/ book via the School Office)</i>	Term 2 Individual SEND Support Plan meetings and updates <i>During Term 2, all SEND Support Plans will be reviewed by the SENDCo and class teacher. This will include evaluating targets and provision, gathering the children's views and meeting with parents for review meetings.</i>
Term 2 Scheduled end of term review for all EHCP children. <i>This will be conducted by the SENDCo, will be focused on pupil voice and the child's views, and will be given to teachers for them to approve before being sent out to parents. All reviews will be sent out with an offer of a follow up meeting if there are issues/ questions to discuss.</i>	Term 4 Individual SEND Support Plan meetings and updates <i>During Term 2, all SEND Support Plans will be reviewed by the SENDCo and class teacher. This will include evaluating targets and provision, gathering the children's views and meeting with parents for review meetings.</i>
Term 6 Scheduled end of term review for all EHCP children. <i>This will be conducted by the SENDCo, will be focused on pupil voice and the class teacher's evaluation of progress towards targets. The reviews will be given to teachers for them to approve before being sent out to parents.</i>	Term 6 Individual SEND Support Plan meetings and updates <i>During Term 2, all SEND Support Plans will be reviewed by the SENDCo and class teacher. This will include evaluating targets and provision, gathering the children's views and meeting with parents for review meetings.</i>

Speech and Language These scheduled reviews will take place in addition to your child's paperwork being monitored by our Speech and Language Teaching Assistants/ Assistant SENDCo- Mrs Emma Morse. Their reviews with the Speech and Language Team will also take place in addition to these scheduled reviews and will be booked based on achievement of their current targets.	Concern
Term 1 Re-assessment of all Speech and Language children against their current targets <i>The Assistant SENDCo and Speech and Language TAs will re-assess all Speech and Language children, against their current targets, and will communicate with the Wiltshire Speech and language Team by RAG rating these. Updated assessments will then be sought, if necessary, and this information will be shared with parents to inform them of the need for re-assessment.</i>	Term 1 New Pupil Passports created for child's new year group <i>This will be conducted by the year group team- teachers and TAs, will be focused on building on their targets from the previous year and adapting them to the needs of the new year group. These documents will be shared with parents and the SENDC. All Pupil Passports will be sent out with an offer of a follow up meeting if needed,</i> Term 2 Scheduled end of term review for all Concern <i>This will be conducted by the Assistant SENDCo and will be focused on pupil voice and observing the children if necessary i.e. they are taking part in a new intervention group, a new concern has been raised etc.</i>
Term 2 Scheduled end of term review for all Speech and Language children. <i>This will be conducted by the Assistant SENDCo and will be focused on pupil voice and observing the children within their speech and language interventions.</i>	Term 3 Scheduled end of term review of all Pupil Passport Outcomes <i>This will be conducted by the Class Teacher, will be a review of each child's outcomes, how they are progressing towards them and any provision that needs to be changed/ added. These updated forms will be shared with you</i>
Term 4 Scheduled end of term review for all Speech and Language children <i>This will be conducted by the Assistant SENDCO, will be focused on pupil voice and the child's views, and will be given to teachers for them to approve before being sent out to parents. The review will also include input from the Speech and Language TA related to how they are progressing with their current targets. All reviews will be sent out with an offer of a follow up meeting if there are issues/ questions to discuss.</i>	Term 6 Scheduled end of term review for all Concern children- update to Pupil Passport. <i>This will be conducted by the year group team- teachers and TAs, will be focused on how the child is progressing with their current targets and any updates that need to be made. These will be shared with the SENDCo and sent out via the Inclusion Team to parents. All reviews will be sent out with an offer of a follow up meeting with the Assistant SENDCo</i>
Term 6 Scheduled end of term review for all Speech and Language children <i>This will be conducted by the Assistant SENDCo, will be focused on pupil voice and the child's views, and will be given to teachers for them to approve before being sent out to parents. The review will also include input from the Speech and Language TA related to how they are progressing with their current targets. All reviews will be sent out with an offer of a follow up meeting if there are issues/ questions to discuss.</i> A One Page Profile will be completed with your child as part of their transition into the next year group. <i>One Page Profiles completed by the year group team- teachers and TAs- and shared with the Inclusion Team and new teacher to allow them to get to know your child better, from their point of view.</i>	A One Page Profile will be completed with your child as part of their transition into the next year group. <i>One Page Profiles completed by the year group team- teachers and TAs- and shared with the SENDCo and new teacher to allow them to get to know your child better, from their point of view.</i>