

Monitoring / Watchlist	<p>Class Teachers</p> <p><i>Class Teachers should always be the first point of contact for parents.</i></p>	<p>Support Staff (TAs / LSAs / Pastoral)</p>	<p>SENCo (Special Educational Needs Coordinator)</p> <p><i>Pauline Adams is our SENCo. She works 1.5 days a week / 3 days a fortnight.</i></p>
SEN Support	<ul style="list-style-type: none"> • Universal strategies • Tailored interventions – monitor impact / progress • APDR cycle (assess, plan, do, review) – support plans termly x3 (write, share with parents, review) 	<ul style="list-style-type: none"> • As directed by Class Teacher 	<ul style="list-style-type: none"> • Oversee universal strategies / resources • Oversee APDR cycle / support plans • Liaise with staff / lead staff meetings • Liaise with parents to discuss screening, if needed • Carry out screening for Dyslexia / Dyscalculia
External Advice	<ul style="list-style-type: none"> • Provide info to SENCo for referral • Complete additional forms / questionnaires from external professionals, as required • Discuss child with professionals during visits • Read follow-up report – discuss and agree with SENCo which recommendations can be implemented 	<ul style="list-style-type: none"> • As directed by Class Teacher / SENCo 	<ul style="list-style-type: none"> • Liaise with parents to discuss possible referral • Gather info for referral from staff / parents • Liaise with external professionals to arrange visits • Share follow-up reports with staff / parents - discuss and agree with Class Teacher which recommendations can be implemented • Oversee implementation of advice
Complex Needs / EHCN Assessment / EHC Plan	<ul style="list-style-type: none"> • EHC Plans - manage day to day provision / timetable • EHCP Annual Reviews – provide info to SENCo to support review ... attend meeting • EHC Needs Assessments – provide info to SENCo to support EHCNA request 	<ul style="list-style-type: none"> • As directed by Class Teacher / SENCo 	<ul style="list-style-type: none"> • Liaise with staff and parents to discuss provision • Liaise with LA to discuss provision and funding • EHC Plans – oversee provision / timetable • EHCP Annual Reviews – gather and prepare before meeting ... lead meeting ... paperwork after meeting • EHC Needs Assessments – make EHCNA requests where needs are more complex (including requesting funding)