

SEND PROCEDURES - SFPs and REVIEW

END OF TERM 1B, 2B AND 3B

PUPIL PROGRESS MEETINGS-DATA

Teacher to meet with head teacher to discuss progress and attainment outcomes for all pupils. Pupil progress sheet updated.

Staff to update SP by crossing through all achieved targets and dating.

New targets (where appropriate) are set, this is then discussed in your SP review with parents and SENCO where appropriately.

TEACHER COMMENTS AND TARGETS ARE UPDATED ON ALL SP'S READY FOR NEXT TERM - TERM 3B'S TO BE HANDED UP AND USED BY RECEIVING TEACHER.

1B, 2B and 3B

SP/SEN Review meetings

Review meeting held with parents of SEND pupil + SENCO (where needed) + class teacher (30 minute slot)

NOTE - If parents attend this review they do not need to attend parents evening.

SPs -Parental input discussed at the review meeting. Teacher to type input from parents onto SFP during meeting/after.