



HOW SEN WORKS IN BRIDGE SCHOOL

SEN has an Annual planner to map out specific areas of focus during the year.

At the start of each term the SENCO (Mrs Carla Long) prepares a plan which covers

- Policy Review
- Funding and resources
- Outside Agency Involvement
- Issues involving Teaching Assistants – meetings, training, observation, appraisal, monitoring of interventions
- Staff SEN surgeries
- Parent SEN surgeries
- Planned meetings both internal and external
- Assessment and Monitoring
- Class Observation
- Referrals
- Record keeping(provision maps etc)
- Data Analysis
- High Needs Funding applications

A monthly overview is then written, prioritising actions.

After any assessment or observation, verbal feedback is given to the class teacher, including strategies for future teaching and learning. Where applicable (usually in the case of dyslexia assessment) parents are written to and invited in to discuss the results.

SEN details and data for specific children are updated termly (class and whole school SEN Audits) during meetings with class teachers and TAs. Children may move from a monitoring stage to SEN support during these discussions, or come off the register completely depending on progress and level of intervention. Individual records are updated also if an assessment has been undertaken. All individual provision maps are passed on to the class teacher, to ensure that the correct intervention is relevant. Termly reviews check to see if intervention has been effective in terms of progress made.

Records are also updated as a result of information obtained during Pupil Progress meetings.

The overview is a working document/list which is scribbled on/ ticked off as action is taken. TAs keep detailed records of Interventions carried out – these are monitored termly by the SENCO through the Intervention monitoring sheet and brief notes are kept. This is then followed up with individual TA meetings.

An analysis audit of whole school SEN is updated termly.

A termly review of SEN is then written, which also includes points for development in the following term.