The Cathedral Catholic Primary School Graduated Response for children on the SEND Record

Previous academic year & July: Assess

- Child has been identified as having SEND and is on the school SEND Record.
- Detailed assessment is undertaken to establish current strengths and needs which then informs the Individual Support Plan and Pupil Passport written by the teacher.
- Children with EHCP's will have an annual review planned byt the SENDCO and an EHCP overview will be provided by the SENDCO.
- Personal Learning Outcomes (Edukey) will be completed by teachers for pupils with an EHCP
- Pupil Passports updated by current teacher for September
- Adapted teaching grids updated and passed on to new teacher

September/October: Plan and Do

- Interventions and provisions are planned and delivered. (tracked on Edukey)
- Small steps of learning are planned for in all lessons and areas of need.
- Adaptations are clear on adaptive teaching grids
- scaffolding, stratagies and differentiation is clear on planning

October: Check/Review

- Individual Support Plans and Pupil Passports are checked/reviewed and updated if necessary (including pupil voice) on Edukey - Provision Map in October ready for Parents evening
- Individual Support Plans and Personal learning Outccomes are shared with parents at or before parents evening (parents can comment on edukey)

November/December: Review/Assess

- Formal assessments recorded on tracker in assessment week.
- Individual Support Plans, Personal Learning Outcomes and Provisions reviewed before Pupil progress Meetings
- Pupil Progress meetings held and data tracked and analysed by SENDCO and SLT

December/January: Plan and Do

- Individual Support Plans, Personal learning Outcomes and Provisions/Interventions updated and planned on Edukey
- Updated plans shared with parents
- Small steps of learning are planned for in all lessons and areas of need.
- Adaptations are clear on adaptive teaching grids
- scaffolding, support, differentiation ins clear on planning

February/March: Check/Review

- Individual Support Plans and Personal Learning Outcomes are checked/reviewed and updated if necessary (including pupil voice) on Edukey ready for Parents evening.
- Individual Support Plans and Persoanl Learning Outcomes are shared with Parents at or before parents evening (parents to comment on Edukey and sign printed copy)

April: Review/Assess

- Formal Assessments recorded on tracker in assessment week
- Individual Support Plans and Personal learning Outcomes and provisions reviewed before Pupil Progress Meetings
- Pupil progress meetings held and data analysed and tracked by SENDCO and SLT

April/May: Plan and Do

- Individual Support Plans, Personal Learning Outcomes and Provisions/Interventions updated on Edukey ready for transition
- Updated plans shared with parents
- Small steps of learning are planned for in all lessons and areas of need
- Adaptations are clear on adaptive teaching grids
- scaffolding, support and differentiation are clear on planning

June/July: Review/Assess

- Formal Assessments recorded on tracker in assessment week
- Individual Support Plans, Personal Learning Outcomes and Provisions are reviewed before Pupil Progress Meetings
- Pupil Progress Meetings held and data tracked and analysed by SENDCO and SLT

July: Plan / Transition Procedures

- Following Pupil Progress meetings, actions discussed carried out
- Individual Support Plans updated ready for September
- Personal learning Outcomes updated ready for September
- Pupil Passports updated for September
- Adaptive Teaching Grids updated and passed on to new teacher
- Transition meetings involving parents held and copies of Individual learning Plans and reviews, Personal Learning Outcomes and reviews, Pupil Passports provided to parents
- Provisions/Interventions on Edukey are archived at the end of the academic year