

SEND – Yearly Plan 2024-25

Term 1

* Start/amend Learning Journals for the pupils identified on your year group SEND register. Fill in the first two pages (where you can). Ensure that you have the new 2024-25 format.
* For pupils with My Support Plans add to Autumn outcome sections and update any areas – including what’s working/not working. Put text in a different colour if appropriate.
* Create new one page profiles for pupils identified on your year group SEND register. There are question prompt sheets and templates on the server. (SEND, One Page Profiles.) Save a copy of their new one page profiles in their folders on the server. Complete by the end of term 1.
* SEND Assessments - Spelling – HAST 2, Maths – Sandwell. Complete and add data SEND Assessment Master sheets and add to Learning Journals.

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| What  | When to start | Completed by | Save/file |
| One Page Profiles | September | End of term 1 | Server – SENDChildren’s filesCopy in SEND file |
| SEND Assessments for any pupil ARE or below. Not just SENDY3-Y6 | September | End of term 1 | Class sheets – see belowNGRT can be added for Reading |
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| Learning Journals or MSP | September | By first parents evening | Server – SENDChildren’s filesTo be printed and shared at parent’s evening |

Term 2

* Share Learning Journals/MSP with parents at Parents Evening.
* Monitor interventions and amend/add to Learning Journals/MSPs and Pupil Progress Provision Plans.
* Add pupil and parents’ views to Learning Journals and MSPs at parents evenings/meetings
* Impact to be completed by Friday 13th December. Helen will print copies to go home before the end of term 2.
* Set up term 3 and 4 outcomes

Term 3 and 4

* Share Learning Journals/MSP with parents at Parents Evening.
* Monitor interventions and amend/add to Learning Journals/MSPs and Pupil Progress Provision Plans.
* Add pupil and parents’ views to Learning Journals and MSPs at parents evenings/meetings
* Impact to be completed by Friday 28th March. Helen will print copies to go home before the end of term 4.
* Set up term 5 and 6 outcomes
* SEND Assessments - Spelling – HAST 2, Maths – Sandwell. Complete and add data SEND Assessment Master sheets and add to Learning Journals. By end of February 2025.

Term 5 and 6

* Share Learning Journals/MSP with parents at Parents Evening.
* Monitor interventions and amend/add to Learning Journals/MSPs and Pupil Progress Provision Plans.
* Add pupil and parents’ views to Learning Journals and MSPs at parents evenings/meetings
* Impact to be completed one week before reports. Helen will print copies to go home before with reports.
* Set up term 1 and 2 outcomes
* SEND Assessments - Spelling – HAST 2, Maths – Sandwell. Complete and add data SEND Assessment Master sheets and add to Learning Journals. By time reports go out.