Elburton Primary School

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| Autumn | spring | summer |
| Term 1 | Term 3 | Term 5 |
| * Annual Reviews – plot dates * Pupil Progress Meeting 1 with Headteacher + inform admin of SEND codes + update Intervention Excel Tracker * Review provision + deployment of TAs – following PPMs * Planning meeting with E.P. * SEND Review INSET * SENCo Conference * **IEP Reviews meeting parents / parent consultation within parents meeting** * Take in SEND Folders * Track progress of SEND pupils using Pupil Tracker * **Monitor IEPs** * Measure impact of interventions | * Pupil Progress Meeting 3 with Headteacher + inform admin + update Intervention Tracker * **Discuss IEPs in PPMs** * -school Annual Review meetings Years R, 3 and 4 * Send AR paperwork to Special Services * SEND Review INSET * Check transition issues Yr 6 * AC SENCo meeting * Measure impact of interventions | * Pupil Progress Meeting 3 with Headteacher and Track progress of SEND pupils and **Monitor IEPs** + inform admin + update Intervention Tracker   Take in SEND folders  KS2 / KS3 Transition  SATs  Send AR paperwork to Special Services   * Measure impact of interventions |
| Term 2 | Term 4 | Term 6 |
| * Pupil Progress Meeting 2 with Literacy/Numeracy Subject Leaders and **monitor IEPs** + inform admin + update Intervention Tracker * Check any Yr 6 SAT issues – disapplication / additional support / time * AC SENCo meeting * Measure impact of interventions * **Review IEP targets with child and write new targets for Spring** | * Pupil Progress Meeting 4 with Literacy/Numeracy Subject Leaders and Track progress of SEND pupils + inform admin + update Intervention Tracker * Meeting KS3 SENCo * AC SENCo meeting * SENCo Conference * In-school AR meetings Years 1, 2, 5, and 6. * Measure impact of interventions * **Review IEP targets with child and write new targets for Summer** | * ‘Need to know meeting’ with Head teacher with new teachers * SEND Review INSET – whole school re: transition * **IEP Reviews with parents with in parents meeting.** * **Review IEPs with child and write IEPs for following year in end of year PPMs – share with parents in Parents Evening** * AC SENCo meeting * SENCo Conference * Leadership Team Review provision and deployment of TAs * Re – organise SEND class files for new school year * Measure impact of interventions + update Intervention tracker + report to governors |

On-going – Interventions, TA training, supporting teachers, liaising with Multi-agencies, screens and checklists etc