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 foldersKS2 / KS3 TransitionSATsSend AR paperwork to Special Services * Measure impact of interventions
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| 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
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On-going – Interventions, TA training, supporting teachers, liaising with Multi-agencies, screens and checklists etc