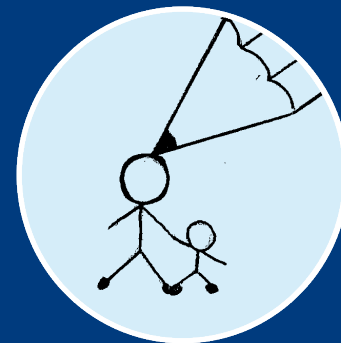
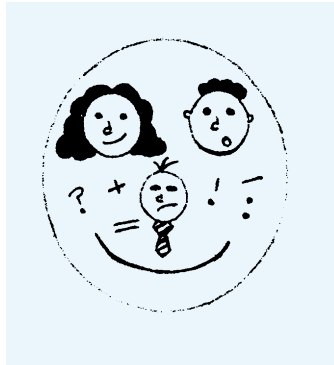


Parent  
Partnership  
Service

School  
Action  
and  
School  
Action Plus



Putting **you** in the picture



This booklet is about special educational needs (SEN) and how schools help and support a child with these needs.

It describes how the school will assess your child to find out that she or he has special educational needs, and the targets and action that the school will use.

## Introduction

A special educational need can arise for a number of reasons. It may be due to a disability which makes it harder for a child to use the same educational facilities that the school provides for the majority of children.

For some children there may be a temporary difficulty. For example, they might be having problems with reading, maths or behaviour, which the school can overcome with help from the parents or carers. Some children will need a more individual approach. However, a small number of children (about 2%) have a long term need for special help. These children may need a statutory assessment of their special educational needs.

Children from Westfield Middle School, Bedford, drew the illustrations in this series of leaflets.

## The school and the SENCo

Children learn and develop in different ways. Teachers recognise this and use different teaching styles in the classroom to cater for the various ways children learn. This means that most children will learn in the classroom. But many children, at some time in their school life, may need extra help. Because of this, schools must:

- tell parents/carers if their child has a special educational need and let them know what special help the school is giving;
- appoint a member of staff as the Special Educational Needs Co-ordinator (SENCo);
- have a written Special Educational Needs Policy – a copy should be available for parents; and
- follow the Special Educational Needs (SEN) Code of Practice.

### The SENCo's duties

The Special Educational Needs Co-ordinator is responsible for ensuring that children with special educational needs make progress. If your child has special educational needs the SENCo will:

- be responsible for assessing your child's strengths and weaknesses;
- plan future support for your child through School Action or School Action Plus;
- keep records of your child's progress;
- talk to you and other professionals involved with your child;
- advise and support other members of staff in the school with regard to special help given to children with special educational needs.

## Identifying special educational needs

The first person to identify that a child has special educational needs may be:

- yourself, as parent or carer;
- the class teacher;
- a health visitor; or
- another medical professional.

When it seems that a child may have special educational needs, your child's class teacher or the SENCO (or both) will assess:

- what your child can and cannot do;
- what your child needs to learn; and then
- how best to help your child learn.

## School Action

The school will put your child onto **School Action** if the assessment shows that she or he needs further help in order to make progress.

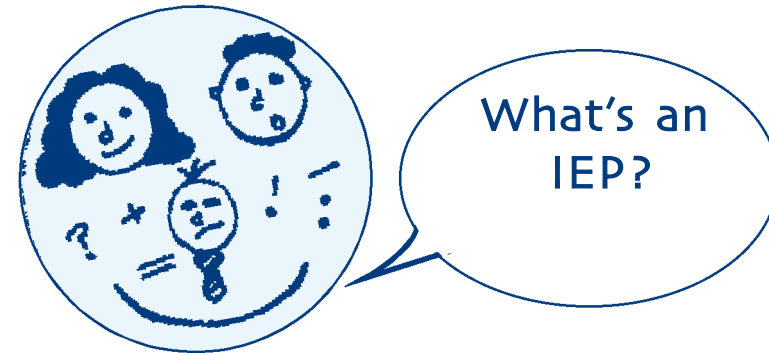
The SENCO will collect information about your child. This may include information from you and other people working with your child.

This information will help the school and you to plan what to do to help your child make progress.

The SENCO will then write an Individual Education Plan (IEP).

The plan will only say what is extra, or different from, the teaching plan for all children.

When a child does not progress at the rate the teachers expect, they will draw up an Individual Education Plan (IEP).



An Individual Education Plan says what the school, the class teacher and the SENCO plan to do to help your child learn. All teachers are aware that children learn in different ways. Some need to work at a slower pace to ensure they fully understand one thing before they move onto something new. Other children will work at a slightly faster pace.

An Individual Education Plan will be written especially for your child. It will include:

- targets for your child which are additional to, or different from, the general curriculum;
- details of any special help your child will get;
- who will give your child help;
- how often your child will get help;
- how and when the school will look at your child's progress again (usually 2–3 times a year).

The school should involve you in discussions about your child's IEP.

## School Action Plus

If you and the school are still concerned about your child's progress after using the IEP, the school may decide to move your child on to **School Action Plus**. At this stage, the school may also ask for further advice from outside specialists. These may include:

- A teacher from a support service
- An Educational Psychologist
- A Health Professional.

## Moving on to Statutory Assessment

A small number of children (about 2%) will not make enough progress at School Action Plus.

If this happens, the school or parent/carer can make a request to the Local Education Authority (LEA) for a Statutory Assessment. There is a further booklet on Statutory Assessment in this series.

As well as talking to staff at your child's school, you may also talk in confidence to the Parent Partnership Service, telephone 01234 316353 (24 hour answerphone).



If, at any stage, you are concerned that your child's special educational needs are not being met, it is important to talk to your child's teacher or SENCo.

If you need the information in this leaflet in another language or in a special format, such as braille, large print or audio-cassette, please contact us at the address below.

Ky botim jep të dhëna për prindërit që kanë fëmijë me nevoja të veçanta mësimore. Është përgatitur nga Shërbimi i Partneritetit të Prindërve (Parent Partnership Service). Ky shërbim i ofron prindërve përkrahje të besueshme dhe të paanëshme. Nëse këto të dhëna ose këshilla ju nevojiten në gjuhën amtare, ju lutemi të na kontaktoni në adresën e mëposhtme.

এই প্রকাশন বসিবে শিক্খার আবশ্যিক হওয়া শিশুদের পতি-মাতাদেরকে তথ্য প্রদান করে। পতি-মাতা অক্ষীদার সবা এইটি প্রকাশ করে। এই সবা পতি-মাতাদেরকে গণোপন এবং পক্ষপাতশূন্য সমর্থন প্রদান করে। যদি আপনাকে নজিরে ভাষায় এই তথ্য অথবা উপদশের আবশ্যিক, অনুগ্রহ করে নচিরে ঠিকানায় আমাদরেকে যোগাযোগ করুন।

Cette publication offre des informations aux parents d'enfants qui ont des besoins particuliers en matière d'éducation. Elle est publiée par le Parent Partnership Service. Ce service offre un soutien confidentiel et impartial aux parents. Si vous souhaitez recevoir ces informations ou des conseils dans votre propre langue, veuillez nous contacter à l'adresse reprise ci-après.

આ પ્રકાશન વિશેષ શૈક્ષણિક જરૂરિયાતો ધરાવતા બાળકોના વાલીઓને માહિતી આપે છે. એ પેરેન્ટ પાર્ટનરશિપ સર્વિસ દ્વારા બનાવવામાં આવ્યું છે. આ સેવા વાલીઓને ખાનગી અને તટસ્થ ટેકો આપે છે. જો તમને આ માહિતી કે સલાહ તમારી ભાષામાં જોઈતી હોય, તો કૃપા કરીને નીચે આપેલા સરનામા પર અમને સંપર્ક કરો.

Questa pubblicazione informativa è rivolta ai genitori di bambini con necessità educative speciali. Essa è prodotta dal Parent Partnership Service, ente che offre sostegno ai genitori ispirandosi a criteri di riservatezza e imparzialità. Se desiderate ricevere informazioni o consigli nella vostra lingua, potete contattarci all'indirizzo sottostante.

ਇਹ ਪ੍ਰਕਾਸ਼ਨ ਵਿਸ਼ੇਸ਼ ਵਿਦਿਆਰਥੀ ਜਰੂਰਤਾਂ ਵਾਲੇ ਬੱਚਿਆਂ ਦੇ ਮਾਪਿਆਂ ਨੂੰ ਜਾਣਕਾਰੀ ਦਿੰਦਾ ਹੈ। ਇਹ ਮਾਪੇ ਸਾਂਝੀ-ਸਾਂਝੀ ਸੇਵਾ ਵਲੋਂ ਪ੍ਰਸਤੁਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਇਹ ਸੇਵਾ ਮਾਪਿਆਂ ਨੂੰ ਗੁਪਤ ਅਤੇ ਨਿਰਪੱਖ ਸਹਾਇਤਾ ਪ੍ਰਦਾਨ ਕਰਦੀ ਹੈ। ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਜਾਣਕਾਰੀ ਜਾਂ ਸਲਾਹ ਦੀ ਚੁਗਲੀ ਮਾਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਲੱਭਣ ਹੈ, ਤਾਂ ਸਾਡੇ ਨਾਲ ਹੇਠ ਦਿੱਤੇ ਪਤੇ ਤੇ ਸੰਪਰਕ ਕਰੋ।

Niniejsza publikacja zawiera informacje kierowane do rodziców dzieci o specjalnych potrzebach edukacyjnych. Została przygotowana przez serwis partnerstwa rodziców. Oferuje on poufną oraz bezstronną pomoc dla rodziców. Jeżeli potrzebujesz informacji lub porady we własnym języku, prosimy o skontaktowanie się z nami pod adresem podanym poniżej.

یہ اشاعت خصوصی تعلیمی ضرورت والے بچوں کے والدین کو معلومات فراہم کرتا ہے۔ اسے پیرنٹ پارٹنرشپ سروس نے تیار کیا ہے۔ یہ خدمت والدین کو روزانہ اور غیر جانبدارانہ تعاون فراہم کرتا ہے۔ اگر آپ کو یہ معلومات یا مشورے آپ کی اپنی زبان میں درکار ہوں تو، براہ مہربانی ہم سے ذیل کے پتے پر رابطہ کریں۔

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