

Guidance for Parents/Carers: Concerned about your child? Follow these steps below

Ask your child's class teacher to arrange a time to meet and discuss your child and your concerns.

Before you meet: Write down your concerns and points you would like to raise. Consider taking a friend or partner to make notes so you can concentrate on the conversations.

Meeting with Class Teacher

The class teacher will be able to listen to our concerns. They will be able to explain to you the process of support that may be in place already using the Graduated Response for SEND. The class teacher may ask to meet again for a follow up a week later to discuss next steps if this is not agreed in the meeting.

Agree on a plan of action (may be at the time of the initial or follow up meeting)

This may be to monitor your child or move straight to using the Assess, Plan, Do, Review cycle (**Universal or Targeted Support**) (e.g. behaviour plan, learning plan, intervention) Arrange a Review Date with the class teacher. (Roughly 6 – 8 weeks)

Review Meeting – with Class Teacher

Progress made – move to monitoring

Review Meeting – with Class Teacher

Progress made but support still needed – continue with the cycle of Assess, Plan, Do, Review.

Review Meeting – with Class Teacher

No progress seen – Class teacher to look at further Targeted Support that school can offer. Arrange a Review Date with the class teacher. (Roughly 6 – 8 weeks following each intervention)

Review Meeting – with Class Teacher

Continued to make no progress with Targeted Support. Class Teacher to arrange a meeting with SEND team, parents and themselves to discuss next steps.

Your Class Teacher will contact the SEND team to arrange a meeting. Someone from the Class or SEND Team will be in contact to arrange a date. If you have not heard from your class teacher or a member of the SEND Team within 5 school working days, please email the SEND team directly on rainbowsen@greenwps.org

Meeting with your child's class teacher and SENCO/SEND Team

Agree on a plan of action

Agree on a plan of action using the Assess, Plan, Do, Review cycle and decide together which (if appropriate) **Specialist Support** could be referred to for further assessment.

Referral Forms

Class Teacher, SEND Team and yourself to complete referrals with as much information as possible - parents to sign for permission.

Accepted Referrals –

Children are usually placed on a waiting list, it is impossible to identify the length of the waiting list.

When work starts – most professionals will;

- meet with yourself/class teachers/SEND team to gather background information.
- Observe the child in the school environment
- Carry out assessments
- Write a report

Declined Referrals –

Feedback letter should be received by you, this must be shared with school. This should indicate why the referral has been declined.

Before a further referral can be placed, this recommendation must be actioned.

If the action requires schools' input, this will lead back to universal and/or targeted support process (outline above)