

**SEND procedures at
St David's School- a guide for
parents**

Make contact with the school.
Collect together all the information you have.
We will start to plan for your arrival and if
necessary seek advice from MOD Schools.

Before admission



First term

A range of assessments will be carried out to identify your child's curriculum levels and next steps.

The Inclusion Manager will meet with you to talk about your child's SEN provision.

Targets will be set by the class teacher. If appropriate, additional provision will be allocated following discussions with you and the class teacher and recorded in a Provision Map and/or IEP.

If appropriate the Inclusion Manager, with your permission, will refer your child to Outside Agencies eg Speech and Language, Educational Psychologist

Every term

The class teacher completes on going assessments and uses this information to differentiate planning, allocate resources etc.

Parent Consultations are organised every term. Parents are invited to meet with their child's class teacher and with the Inclusion Manager.

Formal assessments in reading, writing and maths are completed every term and this evidence is analysed at Pupil Progress Meetings. New targets in learning for each child are identified and sent home to parents.

SCE's Pupil and Family Services team visit St David's every term. There will be an opportunity for parents to meet with them. Reports following visits are sent to the school and a copy to parents. Reports inform school provision.

On transition

All relevant paperwork for your child's new school will be collated.
The Inclusion Manager will contact the receiving school to make transition as smooth as possible

It is recommended that parents register their child with CEAS. They provide excellent support and advice about education for service families
<https://www.gov.uk/childrens-education-advisory-service>

