

## APPENDIX 2

### SEND Target Set & Review Procedure

(For Medical Profiles & Needs Profiles Incorporating EHCP & Pastoral Support Plans)

#### Autumn Review & Spring Target Setting – December Parent Consultation

**Teachers meet with child and parents to review Autumn Targets, and set new targets for the Spring term, revising Needs Profile in any sections where applicable:**

- Discuss and update the Needs Profile based on most recent information, including a review of and changes made where necessary to what the child enjoys and is good at, what they find difficult and how they are helped, what they need in assessments, what they can do at home to be supported, what parents, the child, teachers and professionals think.
- Update any further recommendations from external support agencies such as STT, SALT, EP or WTT, into the sections on 'What I Find Difficult', 'What Help's Me', and 'What Professionals Think'.
- Review previous Targets, to identify whether they have been met, partially met, or not met. Decide whether to continue with targets, or set new targets based on child's progress and current needs.
- Set three new targets based on specific SEND needs, agreeing what help they need to reach them
- Book a meeting for the review of the targets, with parents and child, for the end of the Spring Term, following assessments
- **Print two copies for signing; one for central SEND file and one for parents to take home.**

#### Spring Review and Summer Target Set meeting – March Parent Consultation

**Teachers meet with child and parents to review Spring Targets, and set new targets for the Summer Term, revising Needs Profile in any sections where applicable:**

- Book a meeting for the review of the targets, with parents and child, for late June/July, following next assessments
- **Print two copies for signing; one for central SEND file and one for parents to take home.**

#### Summer Review & Autumn Target Set meeting – June/July SEN Meeting

**Teachers meet with child and parents to review Summer Targets, and set new targets for the Autumn Term, revising Needs Profile in any sections where applicable as per previous meeting.**

- **Print two copies for signing; one for central SEND file and one for parents to take home.**

#### Transition To New Class – July Professionals Meeting

**Teachers complete at the end of year designated transition meeting. This could take place in the Summer Review & Autumn Target Set meeting with parents (above). Discuss the child's needs using the Profile, and ensure the receiving teacher understands:**

- The needs of the child and what they find difficult
- What support is in place and what has been done to help them, including strategies that work
- What other professionals have been involved, and what they have diagnosed, assessed and recommended, (go through the recent copies of reports from professionals, including STT, WTT, EP, SALT etc).
- Ensure EHCP is shared (although all strategies will have been reviewed within the SEN Intensive Support Profile).

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