BARNET EYSEND

TOP TEN TIPS FOR HOLDING

SEN SUPPORT PLAN & REVIEW MEETINGS



Barnet Early Years SEND Advisory Team is committed to supporting early year's settings to move to more inclusive environments for children with a variety of special educational needs and disabilities. Please contact your SEND Advisor for further information. This Document has been produced by Barnet Early Years SEND Advisory Team

Top Ten Tips to holding SEN Support Plan and SEN Support Plan Review Meetings

Get organised

Get organised – ensure a date is set well in advance with parents, key worker and other professionals. Send out invitations (see PIT Invitation).

Do your homework

Gather all the information you need in advance. This will include:

- The child's progress and achievements since the last meeting.
- What strategies and resources have been effective.
- Observations and having conversations about the child's progress with staff will all be important to ensure you have an informed picture.
- Ensure that the child's views are at the core of any information collected.
- Double check, for accuracy, the setting's most recent assessment of the child.

Get the right paperwork ready

Get the right paperwork ready before the day of the meeting. This will include:

- Copies of the child's current SEN Support Plan (if it is a review).
- A blank copy of a new SEN Support Plan to write on.
- Have a clear idea about what the child's next targets might be. Use the target builder as support.
- Weekly Monitoring Sheets, if appropriate.
- Any new information from professionals e.g. a new SALT report.

Logistics

Ensure that you have a room for the meeting and that you will be undisturbed.

Have an agenda

Have an agenda but be prepared to be flexible. See Appendix 1.

After Meeting

After meeting, securely send copies of the reviewed SEN Support Plan (if it is a review) and the new SEN Support Plan to parents/carers and all those who attended the meeting. Ensure that you store the SEN Support Plan in a secure way in the setting.

Share it with staff

Ensure relevant members of staff are clear on the child's new targets and supportive strategies.

Carry out your 'to do' list

Carry out your 'to do' list e.g. do you need to book training or make a 'Now and Next Board'?

Time

Plan in time for a member of staff to work on the targets on a regular basis. Record progress on the Weekly Monitoring Sheets, if appropriate.

Remember – it is a working document.

If a target has been met or is no longer appropriate, then do change it! Ensure that you discuss this with parents but don't wait a term as precious time will be lost.

Appendix 1: Example Agenda

a) **Welcome - warmly welcome everyone.**

b) **Purpose -** make it clear if the meeting is an initial SSP Meeting or an SSP Review Meeting. Say that everyone's contributions are welcome throughout the meeting.

c) **Invites and apologies.**

d) **Timings** - agree on timings of the meeting (usually 1 hour is enough).

e) **Introductions** – invite people to introduce themselves and explain their roles.

f) **Celebrate** the child's success, strengths, interests and achievements recently/since the last meeting, inviting everyone else to do so. Bringing some photos/video clips can be a good way to focus on the child. Start on a positive!

g) **Updates** - invite others to share any information and updates regarding the child that are relevant e.g. if they have had an appointment with a paediatrician since the last meeting.

h) ***Review*** – *if it is an SSP Review Meeting*, review the child's targets: 'RAG rate' them and note down which strategies have been effective on the current SSP.

i) *If it is an SSP Review Meeting*, decide together if the child needs a new SSP (see The Graduated Approach).

j) **Fill in the first page together.** *If it is a review meeting you will need to make changes to this page as needed.*

k) **Set targets** - reflect on which areas of development are most important to focus on, thinking about the child's needs and wishes. Set new targets, noting which strategies will be implemented/resources used/intervention provided and who is responsible. Usually 3 targets are set.

l) **Parent views** - ensure parent's views are clearly recorded in the relevant section.

m) **Record the discussion** - it is important to record the contents of the whole meeting on the 'discussion' section

e.g. if referrals to any outside agencies are appropriate at this stage.

n) **Set another date** for the next meeting if appropriate (SSPs are reviewed termly).

o) **Thank everyone** for their time and contributions. Explain that everyone will receive a copy of the reviewed SSP and the new SSP within two weeks.