



Chadsmead Primary Academy
Plan, Do, Assess, Review Cycle - SEND
September 2023



Assess Plan for Support & Prepare for Mtg

- Teachers collate **evidence** of the work completed during the cycle in curriculum and PFS books
- Teachers prepare for SEND Review meeting:
 - Complete SWST assessment & analyse
 - Give whole class SWST data to HC to enter on INSIGHT
 - Complete Salford Assessments
 - Give whole class pack to HC to enter on INSIGHT
 - Review PFS on INSIGHT – See teach sheet
 - Draft new PFS on INSIGHT – see teach sheet
 - Complete Tally sheet in PFS book & copy ready for meeting with SENCO

Review Plan for Support

Teachers attend Review meeting with SENCO

- Bring **PFS book & copy of tally sheet.**
- Discuss start and end data from PFS.
- Amend PFS review if necessary.
- SENCO updates provision map for this cycle
- Discuss current child needs from data
- Discuss strategies to support need:
SEND Code of Practice;
Staffordshire Graduated Response;
Experience and knowledge;
- Identify next steps:
 - A) Agree new PFS targets
 - B) Remove from register
 - C) Referral to External Agency
- Amend / update agreed targets on new PFS
- SENCO to place new targets on provision map

Do

- Teachers/TAs share PFS targets with children.
- Teachers to ensure PFS targets are addressed, and evidence is recorded in **Green PFS books.**
- Teachers to ensure start data for each PFS target is produced and recorded accurately.
- PFS work is undertaken within class through Quality First Teaching and any additional TA support time that may be available under the teacher's direction.
- Teachers to monitor the PFS work quality and quantity of work from the children.
- SENCO to monitor the PFS work quality and quantity of work undertaken by the TAs.
- SENCO to support staff and TA to address children's needs – open door policy – teachers are expected to discuss concerns and queries with the SENCO.
- Teachers to identify any further needs of children - follow "Identification of Need" Procedure at any time during the term.
- Teachers ensure end data for each PFS target is produced and recorded by the end of the cycle.
- Teachers ensure additional scaffolds and support are in place for Children with SEND during QFT

Plan

- SENCO and Headteacher to deploy TAs to meet need.
- Teachers arrange to meet parents/carers within two-week time frame after half term.
 - Teachers share outcomes of old PFS.
 - Teachers share new PFS.
 - Teachers complete Pupil, Parent, Teacher comments on new PFS.
- Teachers complete paperwork by agreed deadline.
- SENCO communicates with parents:
 - Provides copy of PFS
 - Notification of new to reg / off reg
 - Additional resources for home support
 - Meets for additional meetings where necessary
- SENCO updates SIMS database
- SENCO files paperwork in SEND pupil files, updating the front cover overview.
- SENCO ensures Provision map is up to date.
- Phase leaders to discuss PFS support with TAs available in their phase to ensure PFS work is undertaken, and ensure children receive 'additional to' or 'different from' support.

