

Support for Learning Process

Step 1:

Class Teacher to look at **CIRCLE doc** and create action plan.
Class Teacher to add concerns and strategies to Pastoral Notes.
Class Teacher to speak to parents.
VD/ST to support as required.



Step 2:

Class Teacher still concerns – complete **Request for Support** form send to VD, attach circle doc action plan.
ST & VD review – create new support action plan
Class Teacher to update pastoral notes

ST/VD may:

- Suggest further strategies
- Ask CT to complete check lists to gather more info
- Observe child
- Start Literacy pathway
- Look at additional support (SfL, CA, 1:1/group slots)
- Ask CT to gather parent and child's views



Step 3 - Four week Review of support

VD to check in with CT
VD to seek child and support staff views
CT to update parents on progress.
CT to seek permission for Wellbeing Concern Meeting



All ok –
CT to monitor



Step 4 – Wellbeing Concern Meeting

CT to bring evidence
VD to gather support staff evidence where appropriate
VD/ST to record on wellbeing system
VD to update parents
CT to update child

Required Attendees:

Nursery: AJT, ST, VD, JW
(4:30 @Nursery)
P1-4 : AS, VD, ST, JW
P5-7: SP, VD, ST, JW

External Agency Requests:

VD - SALT & OT
ST – EP, CW, CCH, CAMHS



Step 5 – Six week Review

VD/ST check response received from external agency
VD/ST check in with class teacher & child
VD/ST chase up outstanding actions
VD/ST update pastoral notes
VD/ST check in with parent
VD/ST Set date for CPM – 4 weeks from 6 week review date (Parent/carer views form to be sent with invite, external agencies views to be sent with invite – date for return of form 1 week before meeting)



No agency involvement
Return to step 3



All ok –
CT to monitor



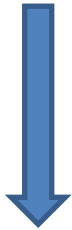


Step 6 – Initial Childs Plan Meeting

ST/VD to lead – looking at what’s working, strategies (current and new), concerns and create action plan.
ST/VD to record on SEEMIS Wellbeing Module
CT to bring evidence & voice of child work done prior to meeting

- Required Attendees:**
- Parent/carer
 - Child (all/part meeting)
 - CT (covered by DHT/HT)
 - Named Person (ST/VD)
 - Lead Professional (as approp.)
 - External Agencies
 - Support Staff (as approp.)
- All of above to receive Action Plan

- Action Plan/IEP***
 SMART targets to include actions as appropriate from:
- School actions – to include feedback to CA/ASN
 - Parent/Carer actions
 - Agency actions
 - Child actions



Step 7 – Six week Review

VD/ST to check actions on track
 Update SEEMIS Wellbeing Module as appropriate

VD/ST School check in Dec & May with CT, update SEEMIS



Step 8 – Follow up Childs Plan Meeting

VD/ST As required – 4 weeks’ notice, agency and parents/carer views forms to be sent with invite.

- Required Attendees:**
- Parent/carer
 - Child (all/part meeting)
 - CT (covered by DHT/HT)
 - Named Person (ST/VD)
 - Lead Professional (as approp.)
 - External Agencies
 - Support Staff (as approp.)
- All of above to receive Action Plan



All ok –
CT to monitor



Child Welfare Input Note

They become lead professional
 They call Child Welfare Meetings, LAAC Reviews & Children’s Hearings
CWM –ST to attend – feedback to CT & DHT
LAAC Reviews – N-P3 ST to attend, P4-7 AS to attend – feedback to CT & DHT
Children’s Hearings – ST to attend – feedback to CT & DHT

***IEP Update Note**

Aug – VD to discuss plans with CTs
 VD to meet with specialists
 Dec – Review IEP’s with CTs, update from agencies, share amendments with parents/child
 May – Update & Review plans as Dec