



# Chadsmead Primary Academy

## Plan, Do, Assess, Review Cycle - SEND

### September 2024



#### 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:
  - Discuss outcomes with pupil
  - Ensure SWST data is on INSIGHT
  - Ensure Salford Data is on INSIGHT
  - Ensure Tally Sheet and PFS book are completed showing evidence of support
  - Obtain pupil feedback for INSIGHT PFS
  - Review PFS on INSIGHT – See teach sheet
  - Draft new PFS on INSIGHT – see teach sheet
  - Copy Tally Sheet to bring to meeting

#### 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.
- 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 adaptive teaching is 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.

Special Educational Need and Disabilities  
Calendar of Assess, Plan, Do, Review Cycle – updated September 2023

Date	Action	✓ Done
	Continue to address needs from summer term 2023 PFS	
4 <sup>th</sup> October	SEND staff meeting – New systems and Procedures	
11 <sup>th</sup> October	SEND staff meeting – Analysis of SWST tests	
9 <sup>th</sup> – 21 <sup>st</sup> October	SEND Meetings with SENCO Review summer term PFS and set up New October PFS	
27 <sup>th</sup> October	Deadline for October PFS completion	
6 <sup>th</sup> – 17 <sup>th</sup> October	Teachers to meet with parents of SEND children. Obtain feedback for summer term PFS / share October PFS Pupil, Parent and Teacher comments to be completed. New PFS to be put in place; start data established where needed and TA timetables adjusted where necessary.	
17 <sup>th</sup> October	SEND Peer Review - TBC	
29 <sup>th</sup> January – 9 <sup>th</sup> February	SEND Meetings with SENCO Review October PFS and set up New February PFS	
9 <sup>th</sup> February	Deadline for February PFS completion	
19 <sup>th</sup> Feb – 1 <sup>st</sup> March	Teachers to meet with parents of SEND children. Obtain feedback for October PFS / share February PFS Pupil, Parent and Teacher comments to be completed. New PFS to be put in place; start data established where needed and TA timetables adjusted where necessary.	
13 <sup>th</sup> – 24 <sup>th</sup> May	SEND Meetings with SENCO Review February PFS and set up New May PFS	
3 <sup>rd</sup> June – 14 <sup>th</sup> June	Teachers to meet with parents of SEND children. Obtain feedback for February PFS / share May PFS Pupil, Parent and Teacher comments to be completed. New PFS to be put in place; start data established where needed and TA timetables adjusted where necessary.	
July	Ensure all paperwork is completed and progress obvious on tally sheet so that September Teacher and TAs can identify where you have reached. Discuss as part of transition. PFS books send to SENCO - see end of term instructions.	
October	Deadline for May PFS completion	

