**VSEND IEP TOP TIPS**

**Advantages of VSEND**

* In the long term, it make the assess, plan, do, review cycle more efficient
* Workload is reduced for all – reviews become more focused, small steps of progress are apparent and there is no need to keep remaking a new document – just tweaking and updating as needs change over time
* All needs and impact of those needs are clearly communicated to all – better understanding of the individual pupil
* It can follow a pupil across key stages and schools
* Great reference for writing ECHNA applications

**Points to note**

* The first time it is created it does take time – 30 minutes to over two hours per one – larger schools may find it harder to implement
* A good knowledge of the child is needed
* On Excel version I received from LCC the spell check has been deactivated – some teachers found this hard – check yours
* We are also not able to print the document for parents from Excel version

**In preparation:**

1. Give staff time to complete the document – it has taken some staff 2 hours to complete one. If in July or September then pair up previous and new teacher.
2. Make reference to SEN file, gold card and outside agency reports in the impact statement so it is a complete reflection of how needs impact the classroom, playground and wider school or home as needed.
3. Where needed, invite parents in to support the completion of the form as a team.

**When completing:**

On the summary page: completed by – write teachers name for pupil name

Take one strand at a time:

* Remind staff that a higher rank in the needs sections will not result in more adults in the classroom, just a need for class teachers to provide more. Remind that the needs described include children with profound and multiple needs so – judge carefully.
* Making reference to the needs highlighting when describing the impact of those needs in the classroom, playground, wider school or home in the yellow box
* Add in any additional needs and impact in that strand with reference to SEN file, gold card, tracking and Outside agency
* Don’t forget the child’s strengths
* No need is allowed and rate as 0

In the same strand - Jump to the support planning page and set an annual stretched SMART target –

* Choose one priority target that will make the most impact in a child’s life (academically and socially)
* Where would you ideally like the child to be by July? This helps with high expectations.
* Only write the tier 2 and 3 provision provided over and above High Quality Teaching with reference to intervention name time, frequency (E.g. Toe by Toe, daily for 15 minutes with HLTA)
* If no need then no target is needed – blank if need is 0!

In the same strand – jump to ratings log

1. Make a note of the rating score
2. copy a succinct focused version of the SMART target
3. If completing mid-year – can staff make a short focused comment on where the pupil was in Sept and Dec so previous steps of progress towards July have been noted.

Move to the next strand and repeat.

Once all strands are completed, targets set and provision outlined.

Thinking about setting readiness rating.

* Ask staff to think about on their best day when everything is running smoothly what can you offer the children in your class or within the school. – Which rating do you think? I would hope for around 3 or 4 and above that is great!
* Write these down and it can be used for all your VSEND IEPs

Possible ways to support SLT and monitor impact. Create an implementation document:

for example

|  |  |  |  |
| --- | --- | --- | --- |
| Pupil | VSEND Graph | Provision | Impact of Autumn term |
| Name and photo  CHILD |  | Lego therapy 2 x 30 minutes  Emotional scaling and PSP  Fine motor intervention 3 times a week for 20 minutes  additional support 1:1 daily for 20 minutes in English  Planned rest and movement breaks  Safe space and nonverbal commination cards with time to talk as needed | Now trying to work as a member of a group - 4  Improved when supported but exhaustion is a factor  Finds the pace of spelling test challenging    Is masking when feeling overwhelmed  Motor skill score Increased by 5 points (17)  Will now listen to one other and add to comments |