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| Support Policy for  Special Needs Pupils |
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|  | Date |
| Staff Consultation |  |
| Parental Consultation |  |
| Ratified by BoM |  |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, BoM

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Guiding Principles:

* All our children have a right to an education, which is appropriate to them as individuals. We want all our children to feel that they are a valued part of our school community
* The resources provided to support pupils with special educational needs, will be used to strive towards a truly inclusive school
* Supports provided to pupils with special educational needs will be based on identified needs and be informed by regular reviews of progress (in consultation with parents and pupils) as outlined in the Continuum of Support Guidelines
* The class teacher has primary responsibility for the progress and care of all pupils in the classroom, including pupils with special educational needs
* Pupils with the greatest levels of need will have access to the greatest level of support, and whenever possible, these pupils will be supported by teachers with relevant expertise who can provide continuity of support

As far as possible, therefore, it is our aim to minimise the difficulties that children may experience. We aim to achieve this by adopting three principles that are essential to developing a more inclusive curriculum.

Inclusion:

We are fully committed to the principle of inclusion and the good practice which makes it possible. Our policy as set out in this document, aims to enable children with SEN, traveller children and children whose first language is not English, to become fully integrated members of our school community. This will be achieved by careful consideration of the needs of each child and by either modifying activities or by providing support that will help the child to participate in them.

## Three principles for inclusion

**Setting Suitable Learning Challenges**

We aim to give every child the opportunity to experience success in learning and to achieve as high a standard as possible. (See also More Able Children policy, Appendix 4) In order to do this, Dromahane National School will use the ‘Continuum of Support Process’ as outlined in Table 1 below to identify educational needs. Identification of educational needs is central to setting suitable learning challenges for our SEN pupils. Using the continuum of support framework, our school will identify pupils’ educational needs to include academic, social and emotional needs, as well as needs associated with physical, sensory, language and communication difficulties. It is important to look at a pupils needs in context, and to use our resources and staff to support this where possible.

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| **Table 1: Identification of Educational Needs through the Continuum of Support Process** | |
| **Classroom**  **Support** | The class teacher considers how to differentiate the learning programme effectively to accommodate the needs of all pupils in the class.    A classroom support plan (See Appendix 1) is opened, and/or adjusted over time, for those pupils who do not respond appropriately to the differentiated programme.    This is informed by:     * Parental consultation * Teacher observation records * Teacher-designed measures/assessments * Basic needs checklist (See Appendix 4) * Learning environment checklist\* * Pupil consultation - My Thoughts About School Checklist * Literacy and numeracy tests * Screening tests of language skills     A classroom support plan runs for an agreed period of time and is subject to review. |
| **School**  **Support** | At this level a support plan is devised and informed by:     * Teacher observation records * Teacher-designed measures/assessments * Parent and pupil interviews * Learning environment checklist * Diagnostic assessments in literacy/numeracy * Formal observation of behaviour including ABC charts, frequency measures * Functional assessment as appropriate, including screening measures for social, emotional and behavioural difficulties     A support plan (See Appendix 2) at this level may detail suitable teaching approaches including team-teaching, small groups or individual tuition.    A school support plan operates for an agreed period of time and is subject to review. |
| **School**  **Support**  **Plus** | This level of the continuum is informed by a detailed, systematic approach to information gathering and assessment using a broad range of formal and informal assessment tools, reports from outside professionals (as appropriate) and may include:     * Teacher observation and teacher-designed measures * Parent and pupil interviews * Functional assessment * Results of standardised testing such as measures of cognitive ability, social, emotional and behavioural functioning, adaptive functioning etc   Data generated from this process is used to plan an appropriate intervention and can serve as a baseline against which to map progress.    A support plan (See Appendix 2) at this level is likely to be more detailed and individualised, and to include longer term planning and consultation. |

**Meeting Children’s Diverse Learning Needs**

We take into account the different backgrounds, experiences, interests and strengths that influence the way in which children learn when we plan our approaches to teaching and learning. In planning our support, the ‘Planning Template’ outlining the 6 point action plan below will be utilised.

**Planning Template to Guide the Allocation of Additional Teaching Supports for Pupils with Special Educational Needs (Primary Guidelines, P19-20)**

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| Action 1: Identification of pupils with special educational needs | Review existing information on pupils’ needs, using school-based data and any information from parents and external professionals. Engage in additional screening and data gathering as required, using informal and formal assessment approaches (for example, teacher observations, information on social and emotional competence, standardised tests, diagnostic tests).  Identify all pupils with special educational needs in the school. Match their needs to the appropriate level on the Continuum of Support. |
| Action 2: Setting targets | Based on individual needs, set clear learning targets for each pupil at each level of the continuum of support. |
| Action 3: Planning teaching methods and approaches | Identify the level and type of intervention required to meet targets for each pupil on the continuum of support. Schools should consider methodologies best suited to promoting meaningful inclusion such as differentiation, heterogeneous grouping, team-teaching and small group teaching. They should also be mindful that the interventions and supports that they are using are evidence-informed. |
| Action 4: Organising early intervention and prevention programmes | Based on identified needs, choose evidence-informed early intervention/prevention programmes to address concerns. Identify time needed and staffing commitment required. |
| Action 5: Organising and deploying special education teaching resources | Cross-reference the needs of pupils at school support and school support plus levels and consider common needs that can be met by grouping to ensure effective and efficient teaching and learning approaches. Agree which teacher(s) will cater for these groups/individuals and when and where the teaching will take place.  Be mindful of the requirement that pupils with the greatest level of need should receive the greatest level of support from teachers with relevant expertise. |
| Action 6: Tracking, recording and reviewing progress | Establish a tracking and recording system, to ensure that the progress of all pupils in meeting their identified targets is monitored:   * At whole-school and classroom support level by all teachers * At the school support and school support plus levels by class teachers and special education teachers. |

Overcoming Potential Barriers to Learning and Assessment for Individuals and Groups of Children

We recognise that a minority of children will have particular learning and assessment requirements that will create barriers to learning, if we do not address them through special arrangements. Our SEN policy envisages a whole school approach that takes into account the roles of the Board of Management, the principal, class teacher, special education teacher and the parents.

In attempting to achieve the above objectives the BoM, principal and staff will take all reasonable steps within the limits of the resources available to fulfil the requirements outlined in this policy document.

## Roles of Relevant Parties

Board of Management

The BoM will fulfil its statutory duties towards pupils with special educational needs. It will ensure that the provision required is an integral part of the school development plan. Members will be knowledgeable about the school’s SEN provision – funding, equipment and personnel. The BoM:

* Oversees the development, implementation and review of school policy on support for children with extra needs
* Provides adequate class accommodation and teaching resources
* Provides a secure facility for storage of records.

Principal

The principal has overall responsibility for the day-to-day management of provision. He will work closely with the SEN co-ordinator and will keep the BoM informed about the working of this policy. It will be the role of the principal in collaboration with the SEN co-ordinator to:

* Develop inclusive whole-school policies and monitor their implementation
* Assign staff strategically to teaching roles, including special education roles
* Co-ordinate teachers’ work to ensure continuity of provision for all pupils
* Ensure that whole-school procedures are established to facilitate the effective involvement of parents, pupils and external professionals/agencies
* Ensure that effective systems are implemented to identify pupils’ needs and that progress is monitored methodically
* Facilitate the continuing professional development of all teachers in relation to education of pupils with special educational needs, and ensure that all school staff (class teachers, special education teachers and special needs assistants) are clear regarding their roles and responsibilities in this area
* Selects children for psychological assessment in consultation with class and support teachers, SEN co-ordinator and with Louise Brennan (NEPS)
* Liaises with external agencies such as NEPS to arrange assessments of children with SEN
* Liaises with SENO regarding all aspects of special education provision
* Stores confidential information (Psychological Assessment Reports etc.) regarding SEN children and shares same with SEN Co-ordinator, class teachers, support teachers, SNAs, other agencies where appropriate.
* Arranges for exemptions from the study of Irish for pupils for whom this is appropriate.

Special Needs Co-ordinator

The Special Needs Co-ordinator will be responsible for:

* Overseeing the day-to-day operation of the SEN policy
* Co-ordinating provision for children with special educational needs
* Over sees organisation of the timetable for support teaching
* Liaising with and advising fellow teachers and contributing to in-service training of staff
* Liaising with and advising SNAs with regard to supporting children with special needs
* Liaising with parents of children with special needs
* Monitoring and evaluating SEN provision
* Keeps a list of pupils who are receiving supplementary teaching
* Facilitating planning for class teacher with support teacher
* Supports the implementation of a tracking system at a whole-school level to monitor the progress of children who avail of additional support
* Keeps teachers informed about the external assessment services that are available and the procedures to be followed for initial referrals
* Advises parents on procedures for availing of special needs services
* Participates in and or oversees the drafting of IEPs, IPLPs and classroom support plans

**The Role of the Class Teacher**

Effective teaching and learning is critically important for all pupils, and especially for those with special educational needs. Meaningful inclusion implies that all pupils are taught in stimulating and supportive classroom environments where they are respected and valued. Mainstream class teachers have first-line responsibility for the education of all pupils in their classes. Accordingly, classroom teachers should ensure that they plan their lessons carefully to address the diverse needs within the classroom. This will include adapting their teaching approaches for some pupils whose individual progress, application, motivation, communication, behaviour or interaction with peers are causes for concern. This may require targeted interventions to develop relevant adaptive skills related to these needs. All mainstream class teachers will implement teaching approaches and methodologies that facilitate the meaningful inclusion of pupils with special educational needs. These include:

* Co-operative teaching and learning within mainstream classrooms
* Collaborative problem-solving activities
* Heterogeneous group work
* Differentiation
* Interventions to promote social and emotional competence
* Embedding Information and communications technology (ICT) in teaching, learning and assessment

Every pupil needs to be taught a broad and balanced curriculum that is appropriate to his/her developmental level. Pupils’ levels of interest, attention, concentration and persistence should be gradually developed, extended and rewarded, using appropriate teaching strategies. To cater for the range of learning needs in any class, mainstream class teachers will regularly need to differentiate their lessons. This can be achieved by:

* Varying the level, structure, mode of instruction and pace of lessons to meet individual needs
* Adapting lessons to take account of pupils’ interests
* Matching tasks to pupils’ abilities and needs
* Adapting and utilising resources, including the use of technology
* Aspiring towards suitably challenging learning outcomes and assessing accordingly

Teachers can make lessons accessible to a broad range of pupils through the use of a variety of appropriate teaching approaches and methodologies, including active learning, small-group tuition, individual teaching, and scaffolded instruction. This may also require environmental adaptations to promote curricular access.

**For those pupils who do not respond appropriately to the differentiated programme then it is the class teacher’s responsibility to inform the parents and discuss opening a Classroom Support File. This will be informed by using Table 1: Identification of Educational Needs through the Continuum of Support Process. Using the Classroom Support Plan (See appendix 1) a short-term target(s) will be agreed and strategies implemented. After a short period (approx. 6 weeks) the target(s) will be reviewed. In consultation with the child’s parents it will be agreed whether to close the file if the issue has been resolved, continue or consider school support interventions. The class teacher will liaise with the Special Needs Coordinator at this stage.**

**Each teacher will keep a record of differentiated support which will be used to update whole school records.**

**The Role of the Special Education Teacher**

Special education teachers should be familiar with a wide range of teaching approaches, methodologies and resources to cater for particular learning styles and to meet a variety of needs. Teaching approaches will include a combination of team-teaching initiatives, co-operative teaching, early intervention and small group or individual support. Depending on the learning needs identified, a pupil with special educational needs may be supported at classroom level, or through mainstream classroom placement with additional teaching delivered through in-class or withdrawal support models.

Some pupils with more complex and enduring needs may require specific methodologies, teaching approaches and/or learning activities. Such interventions should be based on careful identification of strengths and needs, including multi-disciplinary assessment when necessary**.**

The type of support offered depends on the child’s individual needs and takes the form of:

* curriculum support
* life and/or social skills training
* physical training/gross motor development
* speech training/communication and/or language development
* behaviour modification programmes
* assistance with sensory modulation
* development of anger management strategies
* a combination of some/all of the above

Special education teachers, in consultation with class teachers, should plan their interventions carefully to address pupils’ priority learning needs and to achieve the targets identified in the relevant continuum of support plan. Short-term planning should reflect the support plan targets and should break down the development of skills and content into small incremental steps to address each pupil’s specific needs on a weekly basis. Outcomes for pupils should be routinely assessed, recorded and used to review progress. These outcomes should also be used to inform the targets for the next phase of intervention.

In addition to consultation around the individual needs of their child, parents also value receiving good information on the nature and type of the special educational needs provision available in the school. Our school will consult with parents when developing and reviewing polices relating to the education of children with special educational needs. This helps to ensure that parents understand the school’s approaches and better enables them to support their children in transitioning through the school.

The Special Education Teacher is responsible for: -

Researching and implementing strategies to meet the needs of the children they support.

Monitor and evaluate interventions to ensure the most effective and efficient interventions are used.

Developing, monitoring and evaluating IEPs/Student support Files for each pupil/group they are working with in collaboration with class teachers and parents.

Support whole school procedures for selecting/assessment of pupils for supplementary support e.g. diagnostic testing or standardised testing.

Assist in implementing a board range of whole-school strategies designed to prevent learning difficulties, provide early intervention and support those who need supplementary support.

Liaising with class teachers to best support the needs of the children they are supporting and organise time timetables for support teaching.

Liaising with the parents of children with special needs in relation to day to day issues.

Communicating issues that need to be brought to the attention of the Special Needs Co-ordinator or principal.

Parental Involvement

Good parental engagement is a critical factor in enhancing outcomes for pupils with special educational needs. Parental engagement is enhanced when parents are consulted in relation to their children’s needs and strengths, on the supports and strategies being developed to support their children, and when they are involved in regular reviews of progress. The Continuum of Support process and use of the Student Support File provide valuable opportunities to engage with parents and to build a collaborative approach to identifying and responding to the needs of pupils with special educational needs.

In addition to consultation around the individual needs of their child, parents also value receiving good information on the nature and type of the special educational needs provision available in the school. Our school will consult with parents when developing and reviewing polices relating to the education of children with special educational needs. This helps to ensure that parents understand the school’s approaches and better enables them to support their children in transitioning through the school.

The Parents/Guardians of the pupils of Dromahane National School can prepare for and support the work of the school by:

* Supervising, assisting with, showing interest in and signing homework.
* Reading and telling stories to their child/children.
* Listening to and giving supportive feedback on oral reading.
* Where their child is in receipt of supplementary teaching, implementing suggested home-based activities and discussing the outcomes with the child’s teachers.
* Signing and returning consent forms to the school regarding withdrawal for support teaching.
* Talking positively about school and school work.
* Keeping the class teacher informed of any home factors which may be affecting their child’s progress.
* Participating in activities organised by the school that are designed to increase the involvement of parents in their children’s learning.
* Helping children to develop their organisational skills.
* Helping children to look after school books and other resources which are loaned to the children for use at home.
* Supporting programmes and initiatives implemented by the school.

Enrolment

The school aims to meet the needs of any child whom the parent wishes to register at the school as long as a place is available and the admission criteria are fulfilled. The Ed. For Persons with Disabilities Act 2004 states that ‘A child is entitled to attend the school which is most suited to his or her overall needs’.

Parents are required to notify the school of their child’s special needs in advance of enrolment through the School Principal. The Board of Management will request a copy of the child’s medical or psychological report. No child will be refused admission solely on the grounds that s/he has SEN except where the provision required is incompatible with that available in our school.

Special Facilities

Dromahane National School is a single storey building with ramps where appropriate. Where specialised equipment is to be used (i.e. in the case of a child with cerebral palsy) training will be given to staff as required.

Resources

Dromahane National School is a well-resourced school, which constantly monitors and updates its resources. An inventory of special needs resources has been drawn up to make it easier for staff to be aware of the resources available.

**Whole School Strategies to minimise learning difficulties**

Our strategies for preventing learning difficulties include:

**1. Promotion of Literacy:**

* Whole school promotion of Reading for Pleasure …. Record in journals, book review cards, World book day activities, Dear Time.
* Building Bridges Comprehension Strategies
* Genre Writing,
* Phonic groups for junior infants,
* Guided Reading for specific classes,
* Print rich environment,
* Shared/paired reading,
* Class novels,
* Story time, Book Week, Book Fair, Word games, Class library, visiting authors,
* Write a Book Project for children in senior classes,
* Access to Literacy apps on school ipads and at home,
* Fast ForWord computer programme,
* Maths problem solving: RUCSAC.

2. Early Intervention

We believe it is very important to identify and assess children with special needs as early as possible so that effective interventions can be put in place. The M.I.S.T. (Middle Infants Screening Test) is administered to all pupils in Senior Infants during the second/third term of the school year. The results of pupils who present with scores below a given point are noted. The parents will be contacted and the possibility of additional support is discussed.

Early intervention strategies used as required include: -

Jolly Phonic’s end of year assessment

Starlight assessment

Junior infant speech and language group

Junior infant Phonic’s group

Senior infant phonic’s group

**Developing Listening Skills:**

Promoting a classroom environment where children listen to others, do not interrupt the speaker and wait their turn; Circle time, listening games/activities; Listening to music; Listening Programmes such as Listening Comprehension by Graeme Bradley and Speaking and Listening by Folens.

**Observation and/or assessment:**

Observation: Methods in use- personal checklists, record sheets, Shared observation (2nd opinion), listening to reading, General correction of homework.

Recording observation-Checklists, Personal records, reading records, paired reading, Teachers own observation.

Share concerns with: - Last year’s/ next year’s teacher, similar level teacher, parents, L/S teacher, SEN co-ordinator

Stages of Assessment and Provision

The children on each stage of the continuum of support will be recorded on the Record of Differentiated Support (See Appendix 6).

Access to the school’s broad and balanced curriculum is achieved for most children by differentiation of class work by the class teacher. When a class teacher identifies a child with SEN the class teacher consults with the SEN coordinator and provides interventions that are ADDITIONAL TO or DIFFERENT FROM those provided as part of the school’s usual differentiated curriculum. The first line of responsibility for the progress of all pupils in the class lies with the class teacher. However, in situations where our support is in-class the stages are less defined than in situations where learning support is delivered by withdrawal.

In certain circumstances it may be appropriate based on the needs of the child that they need to be progressed to school support or school plus support. This will be done with the agreement of the class teacher, SEN coordinator, principal and the parents of the child.

Class Support

Class teachers initially discuss their concerns with the child’s parents.

The triggers for this intervention could be;

* The child makes little or no progress even when teaching approaches are directed at an identified area of weakness
* The child shows signs of difficulty in developing literacy and numeracy skills, which result in poor attainment
* Persistent emotional or behavioural difficulties which do not respond to behaviour management techniques used by the school
* Has sensory or physical difficulties
* Has communication and/ or relationship difficulties

The class teacher completes a Classroom Support plan, for half a term except where the teacher, SEN coordinator and parents agree that they need to be moved on to the next stage. If the strategy does work and the concerns have been overcome then the file will be closed. If this strategy needs more time then the classroom support is continued, if it does not work then the teacher will suggest moving to the next stage, School Support.

School Support

In cases where the Class Support Plan indicates that progress has not been made, or if the results of tests such as M.I.S.T., Drumcondra Primary Reading Test, Sigma T, Belfield Infant Assessment Programme or teacher observation indicate this to be the case, intervention in the form of a support teacher will be accessed.

Class teachers will discuss their concerns with the child’s parents. The teachers will inform parents that their child would benefit from support from a support teacher in the form of in class or withdrawal individually or in small groups. Parents will need to sign their consent.

The action taken will include:

* The class teacher and support teacher will differentiate the curriculum in specific areas with achievable goals to be implemented by the class teacher and support teacher.
* If there are others in the class with similar difficulties in one or more of the specific areas, then a group educational plan will be implemented.
* These programmes will be reviewed and updated as appropriate.
* While every effort will be made to allow the SEN group/individual to remain included in class, there may be a need to work part or all of the programme in a SEN room with the support teacher or class teacher. This withdrawal will be time limited and for specific purposes only (e.g. Reading recovery.)
* Where progress is such that the child is no longer giving cause for concern, the child will revert to the usual differentiated curriculum available to all children.
* Diagnostic tests will be administered as appropriate with these children (at School Action). These tests will include tests such as the Neale Analysis Reading Test, Dyslexia screenings tests, Non-Reading Intelligence test etc.
* Special education teacher/support teacher, in consultation with class teachers and parents will be responsible for drawing up the School Support plan (See Appendix 2)

School Support plus

When it has been identified that a child is still struggling through teacher observation or diagnostic testing, displays behaviours that would benefit from further assessment, or is still performing below the tenth percentile despite School Action the class teacher with the support teacher and SEN coordinators, in consultation with the child’s parents, may consider progressing to School Support Plus.

This may include the following actions:

* A psychological assessment will be arranged (see Education for Persons with Disability Act 2004)
* Other outside agencies may need to be contacted, who will advise on a range of provision including IEP targets and strategies.
* The triggers for extra intervention could be that, despite receiving an individualised programme the child:
* Makes little or no progress over a long period of time
* Continues to work at Primary Curriculum levels substantially below that of children of a similar age
* Continues to have literacy and numeracy difficulties
* Has emotional or behavioural difficulties which substantially and regularly interfere with the child’s learning, or that of other children, despite an appropriate behaviour management programme and IEP
* Has sensory and/or physical needs, and requires additional specialist equipment or visits from an advisory service
* Has an ongoing communication or relationship difficulty that prevents social development, and act as a barrier to learning
* That the child receives a report from an outside agency with recommendation that the school can act on
* If it is felt by the psychologist that a child has care needs, a special needs assistant may be applied for.
* In circumstances where a child uses specialised equipment at least 2 members of staff working with the child should be trained. The SEN co-ordinator should also be present if deemed appropriate.
* The use of specialised yard equipment may also need to be demonstrated to these staff members. Training will be given as appropriate.
* An exemption from Irish request/recommendation will be over seen by the Principal who will follow the guidelines from the Department of Ed. And Skills.

Individual Education Plan (Support Plan)

Based on Table 1: Identification of Educational Needs through the Continuum of Support Process, the Support teacher will draw up a support plan with the class teacher, SNA (if assigned), parents and representatives of outside agencies (if necessary) and formulate an Individual Education Plan. Those children who have followed an IEP using the previous template will continue to use this format. All children who started an IEP from September 2017 will follow the Continuum of Support templates as seen in the Appendixes.

This plan includes:

* the nature and degree of the child’s abilities and skills
* the degree of the child’s special needs,
* the present level of performance,
* services to be provided,
* services for transition to 2nd level school where appropriate,
* smart targets, which the child is to achieve over the period of the IEP.

The implementation of the IEP strategies will be the responsibility of the class teacher, support teacher and the SEN coordinator.

REVIEW of IEPs (Support Plan)

**A yearly schedule for the Developing, monitoring and evaluating IEPs/Student support Files for each pupil/group is attached in Appendix 7. The SEN coordinator will ensure that the schedule is followed throughout the year. The support teacher consults with the class teacher, the child (if appropriate) and SNA (if appointed). The parents are invited to attend a meeting to discuss or make recommendations to the draft IEP/review if they so wish. They agree on the expected outcomes of the IEP. A draft copy is formulated and sent home to the child’s parents. Again, outside agencies may play a part in formulating the final copy. The review will be recorded on the IEP Review form. (See attached Appendixes 1 and 2).**

Where progress is unsatisfactory or if it is in the best interest of the child it may be decided that the child continues to receive additional supports. Where progress is satisfactory, and where the child is consistently achieving targets over the stated time, a decision will be made to revert to School Action.

IEPs for children moving to 2nd level will be referred to at the consultation meetings with the 2nd level representative.

Complaints

If parents have a complaint about the Special Education provision provided for their child, then they should follow the school complaints policy by in the first instance making an appointment to speak to the class teacher and Special Education Teacher providing the support. If the issue is not resolved then the SEN coordinator should be contacted and then the principal.

The complaint will be investigated and dealt with as early as possible. If the matter is not resolved to the parents’ satisfaction, then the matter proceeds to the B.O.M.

Monitoring and Reviewing

Pupils’ progress in relation to achieving their targets will be regularly and carefully monitored. This stage of the process is informed by effective measurement of baseline performance, including the use of criterion-referenced tests and other methods of assessment (for example, teacher-designed tests, checklists, samples of work, observation) that allow pupils to demonstrate their progress. This will lead to the establishment of specific targets to be achieved within a defined timeframe as outlined below.

Determine current

level of performance

Identify specific time

-

bound targets

Measure progress

Monitoring outcomes is part of a dynamic process of identification, target-setting, intervention and review, which in turn should lead to adjustments in support plans. The Student Support File provides schools with a useful resource to support and record this process. It includes a Support Review Record to guide teachers when monitoring

progress and reviewing outcomes with parents and pupils. Such monitoring of progress, and subsequent adaptation of support plans, are key drivers of effective practice.

In addition to monitoring outcomes at the individual level, it is also important to review outcomes at group, class and whole-school level. This review will include some of the following measures: attainment, communication, independence, attendance, social inclusion and well-being (for example, sense of belonging and connectedness to school) for pupils with special educational needs.

The BoM will ensure that SEN provision is an integral part of the school development plan and will evaluate the effectiveness and success of this policy by monitoring:

* the standards obtained by children with special needs
* the number of children at each of the three stages: Differentiation within Class support, School support and School plus support
* The level and pattern of help (i.e. average time allocated and the balance of in-class and withdrawal support)
* Views of parents
* Visits from specialist teachers
* Staff views
* Children’s views

This policy is subject to review following the issue of NCCA Guidelines, Dept. of Education circulars or at least every 3 years.

**Appendix 1 – Classroom Support File**

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| **CLASSROOM SUPPORT PLAN** | |
| **Name of Student** |  |
| **Date of Birth** |  |
| **School** |  |
| **Date File Opened** |  |
| **Date File Closed** |  |

**A Continuum of Support**

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| **ACADEMIC SUCCESS** |  | **SOCIAL, EMOTIONAL & BEHAVIOURAL COMPETENCE** |
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Developing a student support plan is the outcome of a problem solving process, involving school staff, parent(s)/ guardian(s) and the student. We start by identifying concerns, we gather information, we put together a plan and we review it.

**Student Support File, Log of Actions**

Date Actions

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| **Support Checklist** | | |
| **Name:** | **Age:** | **Class:** |
| **General Information** | **Date Checked** | **Comments** |
| 1. Parents/ Guardians Consulted |  |  |
| 1. Information from previous school/preschool gathered |  |  |
| 1. Hearing |  |  |
| 1. Vision |  |  |
| 1. Medical Needs |  |  |
| 1. Basic Needs Checklist completed |  |  |
| 1. Assessment of learning- screening |  |  |
| 1. Observation of learning style/approach to learning |  |  |
| 1. Observation of behaviour |  |  |
| 1. Interview with pupil |  |  |
| 1. Classroom work differentiated? |  |  |
| 1. Learning environment adapted? |  |  |
| 1. Yard/school environments adapted? |  |  |
| 1. Informal or formal consultation/advice with outside professionals? |  |  |
| 1. Advice given by learning support/resource teacher or other school staff? |  |  |
| 1. Other interventions put in place in school? |  |  |
| **Action needed** |  |  |
| *Helpful references: SEN: A Continuum of Support: Resource Pack for Teachers, pp. 13-16, 18 to 20; BESD: A Continuum of Support, p 7; A Continuum of Support for Post-Primary Schools, Resource Pack for Teachers, pp32-36; Student Support Teams in Post-Primary Schools, pp20* | | |

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| **CLASSROOM SUPPORT PLAN\*** *Classroom Support   School Support (Support for Some)   School Support Plus (Support for A Few)* |

**To be completed by the teacher(s).**   
For help, see *SEN: A Continuum of Support - Guidelines for Teachers: BESD: A Continuum of Support – Guidelines for Teachers* pp.71-74*; A Continuum of Support for Post-Primary Schools, Resource Pack for Teachers,* pp. 51, 53, 54, 57*.*

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| --- | --- | --- | --- | --- |
| Student’s name |  | | Age |  |
| Lead teacher |  | | Class/year |  |
| Start date of plan |  | |  |  |
| Review date of plan |  | |  |  |
| Student’s strengths and interests | | | | |
| Priority concerns | | | | |
| Possible reasons for concerns | | | | |
| Targets for the student | | | | |
| Strategies to help the student achieve the targets | | | | |
| Staff involved and resources needed | | | | |
| Signature of parent(s)/ guardian(s) | |  | | |
| Signature of teacher | |  | | |

\*A consultation with a NEPS psychologist/ other professionals may contribute to this plan.

|  |
| --- |
| **CLASSROOM SUPPORT REVIEW RECORD\***   *Classroom Support  School Support (Support for Some)   School Support Plus (Support for A Few)* |

**To be completed by the teacher(s) as a review of the plan and as a guide for future actions.**For help, see *SEN: A Continuum of Support - Guidelines for Teachers; BESD: A Continuum of Support – Guidelines for Teachers; A Continuum of Support for Post-Primary Schools, Resource pack for Teachers; Student Support Teams in Post-Primary Schools.*

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s name | | Class/ Year |  |
| Names of those present at review | | Date of Review | |
| What areas of the plan have been most successful and why? | | | |
| Since the start of the plan, has anything changed in relation to the original concerns? If so, what are these changes, and what have we learned from them? | | | |
| Have the student’s needs changed since the start of the plan, and if so how? | | | |
| Recommended future actions – *what, how, who, when?* | | | |
| Any comments from the student? | | | |
| Any comments from the parent(s)/guardian(s comment? | | | |
| Signature of parent(s)/ guardian(s) |  | | |
| Signature of teacher(s) |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Outcome of review (tick as appropriate)** | | | |
|  | Revert to previous level of support- Support for All/ Classroom Support OR Support for Some/ School Support |  | Progress to next level of support- Support for Some/ School Support OR Support for a Few/ School Support Plus |
|  | Continue at Current Level of Support |  | Request consultation with other professionals |

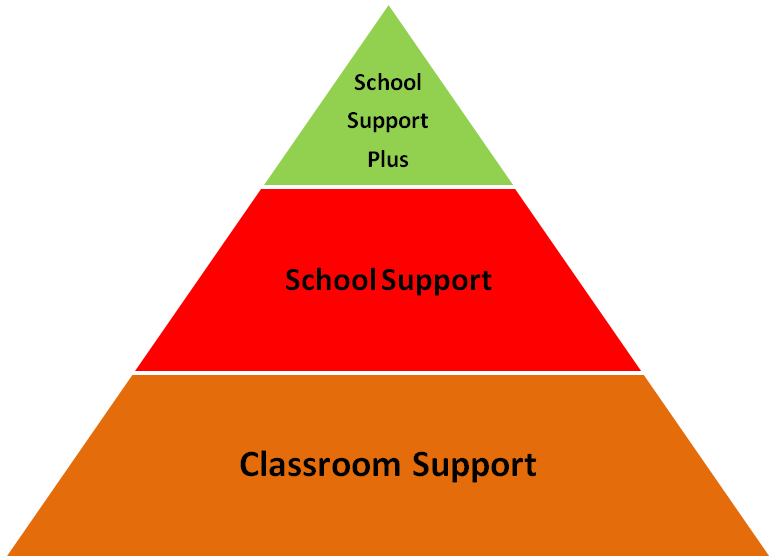
\*A consultation with a NEPS psychologist/ other professionals may contribute to this review.

**Appendix 2 - School Support Plan/School Plus Support Plan**

**Continuum of Support –**

**School Support Plan/School Plus Support Plan**

|  |  |
| --- | --- |
| **CONTINUUM OF SUPPORT STUDENT FILE** | |
| **Name of Student** |  |
| **Date of Birth** |  |
| **School** | **Dromahane N.S.** |
| **Date File Opened** |  |
| **Date File Closed** |  |



**Student Support File, Log of Actions**

|  |  |
| --- | --- |
| **Date** | **Actions** |
|  |  |
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**Background Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School Support Plan/School Plus Support Plan**  **Individual Education Plan Planning Sheet**  *(Essential References: ‘SEN: A Continuum of Support - Guidelines for Teachers’ pp. 32-46; ‘BESD: A Continuum of Support – Guidelines for Teachers’ pp.50-62; pp.75-77)* | | | | |
| **Name:** | | **Age:** | **Class:** | **Today’s Date:** |
| **Progress to date/Strengths:**  The nature and degree of the student’s abilities, skills and talents |  | | | |
| **Areas for Improvement/presenting difficulties:**  The nature and degree of the student’s special educational needs and how those needs affect his/her progress |  | | | |
| **Present level of educational performance of the student** |  | | | |
| **Summary of Special Educational Needs of the student** |  | | | |
| **Special Educational Provision:**  The special education and related support services to be provided to the child |  | | | |
| **Further Information** |  | | | |
| **Signed:**  **Parent(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_**  **Teacher(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Outcome of Review:** | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School Support Plan/School Plus Support Plan**  **– Individual Education Plan (IEP)**  *(Essential References: ‘SEN: A Continuum of Support - Guidelines for Teachers’ pp. 32-46; ‘BESD: A Continuum of Support – Guidelines for Teachers’ pp.50-62; pp.75-77)* | | | | | | |
| **Student’s Name:** | | **Age:** | | **Start**  **Date:** | | |
| **Lead Teacher:** | | **Class:** | | **Review**  **Date:** | | |
| **Priorities/Long Term Goals:** | | | | | | |
| **Short-term targets and strategies:** | | | | | | |
| **Target 1:** | **Strategies:** | | | | **Outcome:** | |
| **Target 2:** | **Strategies:** | | | | **Outcome:** | |
| **Target 3:** |  | | | | **Outcome:** | |
| **Target 4:** | **Strategies:** | | | | **Outcome:** | |
| **Target 5:** |  | | | | **Outcome:** | |
| **Targets** | **Not Achieved** | | **Partially Achieved** | | | **Achieved** |
|  | |  | | |  |
| **Signed:**  **Parent(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_**  **Teacher(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |

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| --- |
| **School Support Plan/School Plus Support Plan**  **– Individual Education Plan (IEP) Review**  *(Essential References: ‘SEN: A Continuum of Support - Guidelines for Teachers’ pp. 32-46; ‘BESD: A Continuum of Support – Guidelines for Teachers’ pp.50-62; pp.75-77)* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student’s name | | | | | Class/ Year |  | |
| Names of those present at review | | | | | Date of Review | | |
| What areas of the plan have been most successful and why? | | | | | | | |
| Since the start of the plan, has anything changed in relation to the original concerns? If so, what are these changes, and what have we learned from them? | | | | | | | |
| Have the student’s needs changed since the start of the plan, and if so how? | | | | | | | |
| Recommended future actions – *what, how, who, when?* | | | | | | | |
| Any comments from the student? | | | | | | | |
| Any comments from the parent(s)/guardian(s comment? | | | | | | | |
| Signature of parent(s)/ guardian(s) | |  | | | | | |
| Signature of teacher(s) | |  | | | | | |
|  | |  | | | | | |
| **Outcome of review (tick as appropriate)** | | | | | | | |
|  | | Revert to previous level of support- Support for All/ Classroom Support OR Support for Some/ School Support | |  | Progress to next level of support- Support for Some/ School Support OR Support for a Few/ School Support Plus | | |
|  | | Continue at Current Level of Support | |  | Request consultation with other professionals | | |

**Appendix 3: Target-setting as part of the problem-solving-framework**

**What data can help us set targets?**

Standardised tests

Screening tests

Observations

Interviews

Teacher measures

Check lists

Consultation

Ratings

**What informs targets?**

Standardised tests

Screening tests Observations

Interviews

Teacher measures

Check lists

Consultation

Ratings

Targets are informed by information gathering and assessment

Evaluation of child’s response to targets informs the next step of the problem-solving cycle

**How do we evaluate targets?**

Standardised tests

Screening tests

Observations

Interviews

Teacher measures

Check lists

Consultation

Ratings



**Targets are written as desired skills which are**:

**S**pecific

**M**easurable

**A**chievable

**R**elevant

**T**ime Limited

**Targets should be expressed in definitive language to facilitate monitoring and review of progress,** *for example:*

*John will correctly identify the first 50 Dolch Words with 80% accuracy*

*Sean will speak in a full sentence which includes a subject, verb and object*

*Anne will use her PECS to request an activity break*

**Appendix 4:**

|  |  |  |
| --- | --- | --- |
| **Support Checklist** | | |
| **Name:** | **Age:** | **Class:** |
| **General Information:** | **Date Checked:** | **Comments:** |
| 1. Parent(s)/Guardian(s) Consulted: |  |  |
| 1. Information from previous school/preschool gathered: |  |  |
| 1. Hearing: |  |  |
| 1. Vision: |  |  |
| 1. Medical Needs: |  |  |
| 1. Basic Needs Checklist Completed: |  |  |
| 1. Assessment of learning- screening: |  |  |
| 1. Observation of learning style/approach to learning: |  |  |
| 1. Observation of Behaviour: |  |  |
| 1. Interview with Pupil: |  |  |
| 1. Classroom work differentiated? |  |  |
| 1. Learning environment adapted? |  |  |
| 1. Yard/school environments adapted? |  |  |
| 1. Informal or formal consultation/advice with outside professionals? |  |  |
| 1. Advice given by learning support/resource teacher or other school staff? |  |  |
| 1. Other interventions put in place in school? |  |  |
| **Action needed** |  |  |

**Appendix 5**

**Exceptional Ability & Giftedness Policy**

**Definition and Background:**

‘An able child is one that achieves or has the ability to achieve at a level significantly in advance of their peer group. This may be in all areas of the curriculum or in a limited range’. (Eyre, 1999)

* Children who are considered gifted may have been assessed by a psychologist and found to have a high level of intelligence (an IQ score of 130+, 98th Percentile)
* Giftedness is recognised as a ‘disability’ or special education condition in the Education Act (1998).

**School Ethos:**

We, the teaching staff at Dromahane National School have agreed to cater for those pupils who are exceptionally able in **academic** areas (i.e. the top 2% of the school population).

Those pupils who show exceptional talent in **non-academic** areas e.g. psychomotor ability, mechanical aptitude, visual and performing arts ability, will be given information regarding the relevant outside agencies.

**Procedure for identification of pupils with Exceptional Ability**

**Criteria for Assessment:**

1. A range of strategies may be used to identify exceptionally able pupils:

* Annual standardised tests
* NRIT
* Psychological Assessments
* Teacher observation
* Parental requests
* Referral by other individuals, schools or organisations.

2. From first class onwards, pupils who score on or above the 98th percentile in the Micra and Sigma tests will then do further observation and assessment such as the NRIT, NVRT and BPVS assessments to gain a more definite guide of their ability.

3. Where a teacher observes children displaying exceptional ability in a specific academic area, then further assessment may be carried out to establish giftedness. Where it is a non-academic area, the parent will be informed of outside agencies more suited to the development of the pupil’s giftedness.

**Catering for Pupils with Exceptional Ability:**

Pupils who meet the criteria for exceptionally able (IQ of 130+) will be catered for within the classroom based on a differentiated programme of work **or** if deemed possible by the Principal may be offered extension classes on a withdrawal basis, subject to the approval of the pupil and their parents. These classes will form part of the SET teams’ timetable where feasible.

**Responsibility and Management:**

1. The class teacher is responsible for differentiation within the classroom, including acquisition and distribution of teaching resources for differentiation.

2. The SET team will be responsible for the assessment stage of this process, organisation of extension classes including timetabling (where applicable), acquisition and distribution of information regarding referral and assessment by outside agencies.

3. The Principal will liaise with parents, SETs and class teachers throughout the process.

This policy is subject to review following the issue of NCCA Guidelines or at least every 3 years.

Policy was drafted on \_\_\_\_\_\_\_\_\_\_\_\_\_

Ratified by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix 6

Record of Differentiated Support

**Register of Pupils with Special Educational Needs who are in receipt of interventions through the Continuum of Support Framework**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Classroom Support** |  |  |  |  |  |  |
| **Pupil Name** | **Class** | **Description of SEN** | **Nature of Supports** Literacy, numeracy, social, emotional, behavioural, life-skills | **Focus of Support**  In-class, withdrawal in small groups or individual, school yard | **Date of File being opened** | **Date of File being Closed** |
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| **School Support** |  |  |  |  |  |  |
| **Pupil Name** | **Class** | **Description of SEN** | **Nature of Support** | **Focus of Support** | **Date of File being opened** | **Date of File being Closed** |
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| **School Support**  **Plus** |  |  |  |  |  |  |
| **Pupil Name** | **Class** | **Description of SEN** | **Nature of Support** | **Focus of Support** | **Date of File being opened** | **Date of File being Closed** |
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Appendix 7

Individual Education Plan –

Yearly Schedule

**September**

Creating timetables, reading student files and assessing targets.

**October**

IEP meetings with parents to be finished by the end of the second week in October

**November**

IEPs to be submitted to Mr. Murray/ Special needs Coordinator by the first week in November.

IEPs be sent out to parents by second week in November.

**January**

Special needs co- Ordinator to meet with SET team individually to review targets.

**March**

IEP review meetings with parents to be finished by the end of the second week in March

**April**

IEPs with updated targets to be submitted to Mr. Murray/ Special needs Coordinator by the first week in April.

IEPs with updated targets be sent out parents by second week in second week in April.

**June**

Special needs co- Ordinator to meet with SET team individually to review targets.