

SENCo Annual Review Planner

September INSET: 03/09/2024 - Update all teachers with support plans for existing SEND students and their needs (Explain the graduated approach). MEET the SENCo: - W2 - All students with SEND INTERVENTION: W3 - Start SEND - Intervention's WB: 13/09 - Write SP for fatima Ahmed 18/09 - Write SP for Zadeen 19/09 - E-mail parents and update Inform on SP	October E-mail PY-SY: End of Autumn 1 Update the Initial tracker. Intervention starts – For LA - A2 SEND Surgery: 4th October 2024 9-10am	November SEND Surgery: 22nd November 2024 9-10am
December Review SEND: WB: 06/12/2024 - W6-W7 Support Plan and update parents. Intervention: 08/12/2024 - Review LA - Intervention with Intervention teachers - New rota for S 2.1. E-mail PY-SY: End of Autumn 2, to Update the Initial tracker. SEND Surgery: 20/12/24 9:00 – 10:00	January SEND Surgery: 24/01/25 9:00 – 10:00	February E-mail PY-SY: Week 5-6 End of Spring 2.1 Update the Initial tracker. SEND Surgery: 28/02/2025 9:00 – 10:00
March Review SEND: WB: Support Plan / update parents. SEND Surgery: 28/03/2025 9:00 – 10:00	April SEND Surgery: 25/04/2025 9:00 – 10:00	May SEND Surgery: 16/05/2025 9:00 – 10:00
June SEND Surgery: 27/06/2025 9:00 – 10:00	July Transition	August Summer Holiday