

9th September, 2024

Dear Parents and Carers,

We are writing to clarify the levels of support on the Special Educational Needs and Disabilities (SEND) register at Buttsbury Primary School, effective as of this term.

Currently, we have four levels of support on the SEND register: Monitoring, Record of Concern, Additional Support, and Education, Health and Care Plan (EHCP). While we will be retaining these titles, there will be slight changes to the paperwork associated with each level of support.

- **Monitoring:** Children placed on the monitoring list will be those we need to keep a close eye on concerning their progress, emotions or behaviour. This level of support does not involve any formal paperwork.
- **Record of Concern:** Students on a Record of Concern will have a personalised One Page Profile outlining necessary adaptations to support their learning. This will not include termly targets and will be reviewed during regular parent-teacher consultations. This level of support will not be formally recorded on the SEND register.
- **Additional Support:** Children categorised under additional support will have a One Page Profile for adaptations and a One Plan where teachers will set termly targets. These targets will be reviewed three times a year to evaluate progress and ensure appropriate support levels. These meetings will happen before/after school or at a double parent evening appointment. This level of support will be formally recorded on the SEND register.
- **EHCP:** For pupils with an EHCP, there will be a One Page Profile for adaptations, two One Plan meetings per year and an annual review to monitor progress against EHCP outcomes. This is the highest level of support and will be formally recorded on the SEND register.

We believe these changes will enable us to provide more tailored and effective support for all children on the SEND register.

Thank you for your continued support and partnership in your child's education.

Yours sincerely

Mrs A Robinson
Headteacher

Mrs N Robinson
Inclusion Manager/SENDCo