

Guidelines for running a SEND support plan meeting in an Early Years Setting

Approximately a month before

Talk to parents/guardian and:

- arrange a date/venue that is suitable for the parents. Meetings might take place at the setting or at the child's home at a Health Centre, or Children's Centre.
- agree who will be invited; this could include the child's Health Visitor, practitioners from other settings the child attends and any therapists who are involved e.g. Speech and Language Therapist, Occupational Therapist or Physiotherapist Educational Psychologist, Specialist Teacher, Social Worker, Sure Start.

Send out invitations

- preferably by letter, see attached example.
- If invitations are made by phone ensure that conversations and outcomes are logged dated and signed.
- If professionals are unable to attend, ask if they can provide a recent (within 6 months) report of their involvement and any specific targets or strategies to be included in the plan.

Approximately a week before

Remind parents of meeting.

Collate evidence to support discussion e.g. learning journey, EARs etc.

Read through reports received from other professionals.

Prepare and plan for the meeting-what issues need to be discussed?

Decide who will chair the meeting and who will take notes.

Decide which practitioners will attend e.g. Setting SENCO and/or child's key worker.

Photocopy blank copy of SEND support plan format from Leicestershire County Council website, look through sections and have ideas ready for "next steps".

On the Day

Ensure there are enough chairs for those expected to attend. Consider providing refreshments .e.g. making water available.

Start promptly; remember parents have frequently taken time from work to attend the meeting. The meeting should take no longer than an hour.

Setting SENCO to ensure that all at the meeting are made to feel welcome and comfortable.

Introduce everyone at the meeting, mention those who have given their apologies and share their reports.

Follow SEND support plan format as an agenda outline, seek parental views, ask each person for an update.

Keep the meeting short, focused and positive.

Arrange the date time and venue of the next meeting.

After the meeting

Write up SEND support plan, copy to parents for them to check and sign if they agree it is accurate.

Make sure the new SEND support plan is produced and distributed.

Submit to SENA as necessary.

Keep a copy of the plan and show to all practitioners in the setting.