

**Special Educational Needs and Disability Act**  
**Year on Year Plan ~ Jan 2007 ~ March 2012**  
*As of Sept 2010*

**Note** *This Plan should be read in conjunction with the SEN Policy, the Accessibility Policy and the School Development Plan*

**Sept 2006 ~ Aug 2007**

<b>Strand</b>	<b>Objectives</b>	<b>Reason</b>	<b>Success criteria</b>	<b>Person responsible</b>	<b>Costs</b>	<b>Time frame</b>	<b>Status</b>
<b>Management</b>	To conduct an audit of SEN and Accessibility provision within the School	At present there is no clear system to inform decisions in this area.	A structure will be set up which will allow the School to move forward next academic year	RMC and SR	Staff time	Jan 2007 ~ August 2007	Completed
<b>Facilities</b>	NA	NA	NA	NA	NA	NA	NA
<b>Curriculum</b>	NA	NA	NA	NA	NA	NA	NA
<b>Training</b>	NA	NA	NA	NA	NA	NA	NA

Sept 2007 ~ Aug 2008

<b>Strand</b>	<b>Objectives</b>	<b>Reason</b>	<b>Success criteria</b>	<b>Person responsible</b>	<b>Costs</b>	<b>Time frame</b>	<b>Status</b>
<b>Management</b>	To conduct the SENCO annual assessment of need	To provide data to inform present and future planning	Data is gathered and plans drawn up as a result	RMC	Staff time	Sept ~ Dec 2007	Completed
	To deploy more of the Learning Support Co-ordinator's time in class room work	At present the part-time Learning Support Co-ordinator also has responsibility for the Library.	All of the LSC's time to be spent in the support of SEN	RMC	Staff time	Sept 2007	Completed
	To audit the success of the placement of the visually impaired pupil	To check that there are no further modifications or facilities needed based on this year's	Data gathered to inform planning	RMC; SR	Staff time	Summer term 2008	Suspended ~ placement broke down and pupil left

		experiences					
	To ensure that all materials sent home to visually impaired parents are in an accessible format	The School has one new visually impaired parent. It is necessary to produce materials in an enhanced format for her	All materials for the relevant parent to be produced in the format necessary	RMC; Office Staff	Staff time	Sept 2007 ~ July 2008	Completed but on-going
<b>Facilities</b>	To audit the physical fabric of the building to see if there are any modifications possible to improve access	The present level of physical access is severely limited by the nature and age of the building	An audit will be conducted and any permitted modifications identified	RMC	Staff time	Sept ~ Dec 2007	Completed ~ none possible or permitted
	To ensure that all possible modifications have been made to	The School has admitted a Statemented Pupil	Appropriate equipment (text enhancer and laptop	RMC; SR; Westminster LEA; Wandsworth Visual	Staff time; All other costs met under the terms of the	Sept 2007 ~ August 2008	Completed

	accommodate our new partly-sighted pupil	previously at the RSFB College	support) will be in place: all necessary physical modifications of the building will be in place	Impairment Team	Statement		
	To ensure that all possible modifications have been made to accommodate our new partly-hearing pupil	The School has admitted a pupil with a cochlear implant	Zoom link will have been purchased; the pupil will have been successfully integrated into the School community	RMC; SR;	Staff time; All other costs met by the parents	Sept 2007 ~ August 2008	Completed
<b>Curriculum</b>	To ensure that all materials provided to our visually impaired pupil are appropriate	The School has not supported the needs of a visually impaired pupil before	The Staff will provide all the required materials in the format required	SR; Wandsworth Visual Impairment Team; all Staff teaching the pupil	Staff time; Departmental costs as needed	Sept 2007 ~ August 2008	Completed

		and therefore materials are not readily available		concerned			
	To conduct an audit of the process by which teaching materials may become more SpLD - friendly	At present there is not a consolidated approach to the production of teaching materials to make them SpLD-friendly	Data will have been gathered which will inform planning to make materials more accessible in future	SR	Staff time	Sept 2007~ August 2008	Completed
<b>Training</b>	To continue to support the training of the LSC	At present the LSC is under-qualified for the role of support teacher or SENCO	LSC completes the present module of her Master's level course	SR	Staff time £1,500 Inset budget	Sept 2007 ~ July 2008	Completed
	To raise the awareness of the teaching	The Staff (with two exceptions)	At least the relevant teaching Staff	Wandsworth Visual Impairment	Staff time	Sept 2007 ~ July 2008	Completed

	Staff of the impact of visual impairment on learning	do not have experience of teaching a severely visually impaired pupil	will have an awareness of the impact of visual impairment and will have a range of strategies upon which to draw.	Team			
	To raise the awareness of the teaching Staff of the impact of SpLD on learning	Although the School has a long-standing tradition of admitting SpLD pupils no in-depth training has been done with the Staff	The Staff will have at least an entry-level idea of how SpLD impacts on teaching and learning and some strategies upon which to draw	RMC; SR	Staff time	Sept 2007 ~ July 2008	Completed but ongoing into the next academic year

Sept 2008 ~ August 2009

<b>Strand</b>	<b>Objectives</b>	<b>Reason</b>	<b>Success criteria</b>	<b>Person responsible</b>	<b>Costs</b>	<b>Time frame</b>	<b>Status</b>
<b>Management</b>	To conduct the SENCO annual assessment of need	To provide data to inform present and future planning	Data is gathered and plans drawn up as a result	RMC	Staff time	Sept ~ Dec 2008	Completed
	To assess how far the data held on pupils with SEN or accessibility issues is understood and accessed by the Staff	At present the LSD produces materials for the main Staff but there is no clear data on how much use they make of it	Data will be gathered which indicates the extent of the use; what features Staff like; what features they feel they would need in the future	RMC; SR	Staff time	Sept 2008 ~ June 2009	Completed
<b>Facilities</b>	To audit the physical fabric of the building to see if there are any	The present level of physical access is severely	An audit will be conducted and any permitted modifications	RMC	Staff time	Sept ~ Dec 2008	Completed ~ none possible or permitted

	modifications possible to improve access	limited by the nature and age of the building	identified				
	To increase SEN pupils' access to ICT in the classroom	At present SpLD pupils do not make a great deal of use of ICT in the classroom due to lack of ease of access to hardware.	Key pupils to be issued with notebooks provided by the School. Other pupils to be encouraged to use their own laptops	RMC; ICT consultants	Staff time; Costs to be met by charitable funding if possible, otherwise from the ICT budget. Estimated cost £1,000	Sept 2008 ~ July 2009	Completed ~ 5 notebooks purchased with charitable funding
<b>Curriculum</b>	To continue to encourage Staff to ensure that their teaching materials and strategies are designed to make their subjects	Staff have made progress in this area and there are now pockets of good practice but some Staff still need help with this	Staff will have a greater awareness of the needs of all the learners in their classrooms and will have differentiated	RMC, SR, all Heads of Department	Staff time	Sept 2008 ~ July 2009	Completed but on-going

	accessible to all pupils		accordingly				
	To introduce the impact of Access Arrangements to Internal School Examinations	At present the same Access Arrangements available to Public Examinations are not used in Internal School Examinations to the detriment of the pupils concerned.	A method to be found, either Mathematical or in terms of examination timetabling which allows the real impact of Access Arrangements to be noted	RMC, The Leadership Group; Heads of Department	Staff time	Sept 2008 ~ Summer exams 2009	Completed ~ Mathematical formula generated by the Maths Department for KS3; Year 10 had extra time ~ situation ongoing for review.
<b>Training</b>	To raise the awareness of the teaching Staff of the impact of SpLD on learning	Although awareness amongst the Staff has been raised it is necessary to continue to re-enforce and raise the level of	The Staff will have at least an entry-level idea of how SpLD impacts on teaching and learning and some strategies upon which	RMC; SR	Staff time	Sept 2008 ~ July 2009	Completed but ongoing into the next academic year

		expertise	to draw				
	To support the specialist dyslexia training of the current LSC	Although the present LSC has been undertaking further training it has not been focused on a professional dyslexia teaching qualification	The present LSC will have at least an entry-level dyslexia teaching qualification recognised by the BDA	SR	Staff time; £1,500 Staff Inset budget	Sept 2008 ~ Sept 2009	Completed

Sept 2009 ~ Aug 2010

<b>Strand</b>	<b>Objectives</b>	<b>Reason</b>	<b>Success criteria</b>	<b>Person responsible</b>	<b>Costs</b>	<b>Time frame</b>	<b>Status</b>
<b>Management</b>	To conduct the SENCO annual assessment of need	To provide data to inform present and future planning	Data is gathered and plans drawn up as a result	RMC	Staff time	Sept ~ Dec 2009	Completed
	To formalise and computerise the SEN register to provide maximum information to Staff	Last year's audit demonstrated that Staff feel that they need more information on pupils will all aspects of SEN and that the present sources are too scattered.	A single data base constructed which will hold all the SEN information available on the pupils, will be available to Staff in such a way that they can manipulate it as they wish, and which	RMC;SR; Office Staff	Staff time	Sept 2009 ~ July 2010	In progress to be carried on to the next academic year

			will provide the data needed for the SEN module of the Information Management System				
	To formalise the process of assessing for Public Examination Access Arrangements	At present the system, which is done using the SENCO, is reactive and thus can be a little pressured at times. This is unsatisfactory for the pupils, the Examinations Officer and the SENCO	A process will be in place which identifies those who need assessment for Access Arrangements early allowing for timetabling across the year.	RMC, SR, MG	Staff time	Sept 2009 ~ July 2010	Completed
	The introduction of the SEN	At present the Information Management	Using the data from the existing SEN	IMS project team; SR	Staff time Costs of IMS	Sept 2009 ~ July 2010	Core systems introduction in progress ~

	module of the Information Management System	System is being introduced at a Core Systems level ~ once this is done the SEN module will be introduced	register information will be available to all Staff through the IMS and record keeping will become easier		(budgeted as part of the whole school budget)		SEN module not yet ready to launch in School. ~ carried over to the next academic year
	Introduction of a weekly podcast of the weekly Newsletter	At present the Weekly Newsletter is distributed in hard copy, on the web site and via e-mail. This allows various electronic readers to be used. However an audio version would also	A weekly podcast version, posted onto the website is successfully introduced and is regarded as helpful in widening access.	RMC; The Office	Staff time	Jan 2010 ~ July 2010	In progress ~ carried over to the next academic year

		help widen access.					
	Review Staffing levels and expertise for 2010 ~ 2011 to ensure the greatest access and support possible within the limits of the School Budget.	At present the Learning Support Department is staffed by part-time Staff. There has not been a review of Staffing levels and expertise for 6 years.	A successful review is undertaken which informs staffing decisions for next year.	RMC	Staff time	Jan 2010 ~ April 2010	Completed
	Greater integration of specialist support consultancies into the general life of the School.	There is an increasing use of specialist teachers (SaLT and OT) in support of some pupils	Information on the work and support provided to specific pupils is available and accessible to their mainstream teachers	RMC, SR	Staff time	Jan 2010 ~ July 2010	Underway ~ frequent changes in specialist staffing has made this difficult ~ project continued into the next academic year.

<b>Facilities</b>	To audit the physical fabric of the building to see if there are any modifications possible to improve access	The present level of physical access is severely limited by the nature and age of the building	An audit will be conducted and any permitted modifications identified	RMC	Staff time	Sept ~ Dec 2009	Completed ~ none possible or permitted
	To assess what additional facilities are needed to meet the needs of a new pupil who has CP	The School has not had a pupil with substantial mobility needs before	The audit will identify areas of physical provision which will need to be improved. Any relevant equipment will have been purchased	RMC; SR; relevant Heads of Department	Staff time; specialist equipment costs will be met by LEA	September ~ December 2009	Completed ~ specialist seat transferred from pupil's previous school.
	Greater access to the ICT structure to support learning for	At present pupils (particularly SEN pupils) cannot access	A solution to this problem will have been found as part of the	RMC; ICT consultants	Staff time; Further costs will be from the ICT	Jan 2010 ~ July 2010	In progress ~ problems with ICT hardware encountered

	SEN pupils	their Network resources from their own laptops or from home	general ICT development programme.		budget		~ aspect continued on to next academic year.
<b>Curriculum</b>	To assess the impact and viability, and modify where necessary, the scheme to take account of Access Arrangements for Internal School Examinations.	A new system was introduced last year to simulate the effect of Access Arrangements for KS3 pupils who would qualify for them.	A review, prior to the Summer examinations, which will provide data to inform any modifications which should be made.	RMC, The Leadership Group; Heads of Department	Staff time	Sept 2009 ~ Summer exams 2010	Completed ~ all SpLD and SEN pupils received access arrangements in the summer examinations
	To increase the quantity of materials posted to the web-site	At present there are only limited materials posted to the web-site for all pupils' reference. This is	Heads of Department will have been encouraged to post materials more readily and frequently.	RMC; ICT consultants; The Leadership Group; Heads of Department	Staff time; Further costs will be from the ICT budget	Jan 2010 ~ July 2010	In progress ~ this project continues into the next academic year

		particularly unhelpful for SEN pupils					
<b>Training</b>	To raise the awareness of the teaching Staff of the impact of SpLD on learning	Although awareness amongst the Staff has been raised it is necessary to continue to re-enforce and raise the level of expertise	The Staff will have at least an entry-level idea of how SpLD impacts on teaching and learning and some strategies upon which to draw. To understand that SpLD is not about intelligence, it is about access.	RMC; SR	Staff time	Sept 2009 ~ July 2010	Completed

Sept 2010 ~ Aug 2011

<b>Strand</b>	<b>Objectives</b>	<b>Reason</b>	<b>Success criteria</b>	<b>Person responsible</b>	<b>Costs</b>	<b>Time frame</b>	<b>Status</b>
<b>Management</b>	To conduct the SENCO annual assessment of need	To provide data to inform present and future planning	Data is gathered and plans drawn up as a result	RMC	Staff time	Sept ~ Dec 2010	In progress
	To conduct a review of the Access Arrangements process put in place last year	Last year a more pro-active system of identifying and managing Access Arrangements was put in place. One year on a review for improvements would be	A review is conducted with a view to making improvements where appropriate, prior to the peak time for such Arrangements	RMC. SR, MG	Staff time	Sept 2010 ~ Dec 2010	In progress

		good practice					
<b>Facilities</b>	To audit the physical fabric of the building to see if there are any modifications possible to improve access	The present level of physical access is severely limited by the nature and age of the building	An audit will be conducted and any permitted modifications identified	RMC	Staff time	Sept ~ Dec 2010	In progress
	To audit the physical provision for our CP pupil to ensure that it remains appropriate.	Last year an audit was conducted and special provision, where needed, was made. It would be good practice for this to be repeated for her UVith Year	The audit will identify areas of physical provision which will need to be improved. Any relevant equipment will have been purchased	RMC; SR; relevant Heads of Department	Staff time; specialist equipment costs will be met by LEA	September ~ December 2010	In progress
<b>Curriculum</b>	To maintain the drive to	Last year Heads of	Heads of Department	RMC; ICT consultants;	Staff time; Further	Sept 2010 ~ July	See note above

	use materials on the web site to improve access to learning for SEN pupils	Department were encouraged to increase the quantity of materials placed on the website. This push will need to be maintained or increased.	will have been encouraged to post even more materials and more frequently. They will have come to see the importance of this.	The Leadership Group; Heads of Department	costs will be from the ICT budget	2011	
<b>Training</b>	To provide basic entry-level awareness of SpLD needs to new Staff	A number of new Staff have joined in Sept 2010	New Staff feel confident in meeting the needs of the SpLD pupils	RMC, ALL	Staff time	Sept 2010 ~ July 2011	In progress

**Sept 2011 ~ March 2012**

<b>Strand</b>	<b>Objectives</b>	<b>Reason</b>	<b>Success criteria</b>	<b>Person responsible</b>	<b>Costs</b>	<b>Time frame</b>	<b>Status</b>
<b>Management</b>	To conduct the SENCO annual assessment of	To provide data to inform	Data is gathered and plans drawn	RMC	Staff time	Sept ~ Dec 2011	

	need	present and future planning	up as a result				
<b>Facilities</b>	To audit the physical fabric of the building to see if there are any modifications possible to improve access	The present level of physical access is severely limited by the nature and age of the building	An audit will be conducted and any permitted modifications identified	RMC	Staff time	Sept ~ Dec 2010	
<b>Curriculum</b>							
<b>Training</b>							