



# The Rotherham Parent Partnership Service

Rotherham  
Metropolitan  
Borough Council  
Where Everyone Matters

## SCHOOL ACTION

### WHAT IS SCHOOL ACTION?

If your child is having difficulties in school, they can get help that is either extra to and/or different from the help that schools usually gives children in setting work that matches their ability.

The school will discuss your child's needs with you and let you know about the progress your child is making as a result of the extra help.

This may be recorded in a document called an Individual Education Plan (IEP). The IEP should be reviewed regularly to ensure progress is made. An information sheet 'What is an IEP' is available from the Parent Partnership Service.

#### Who will be involved?

The Class Teacher.

- The class teacher will collect information about your child's special needs. This will be done through observation and assessment within the class.
- The teacher will tell the Special Needs Coordinator (SENCO) to pass this information to help them decide if your child's needs are different from/additional to those which can be met through work tailored to your child's ability.
- If they think your child needs extra help you must be told about this.
- The class teacher and SENCO may write an Individual Education Plan for your child, and may ask you to be involved with this. You should be given a copy of the IEP and may be able to do things at home to help.
- The class teacher should arrange and attend review meetings with you and the SENCO to discuss progress your child has made with their IEP targets.
- The teacher is responsible for planning and adapting the curriculum to make it suitable for your child's needs and IEP targets.

The Special Educational Needs Coordinator. (SENCO)

- The SENCO gives advice to the Class teacher, and will make an informal assessment of your child's needs.
- The SENCO will provide you with copy of your child's IEP and can help you get information about your child's needs and the progress your child is making. They will provide you with a copy of the SEN policy/inclusion policy if you wish to see this.
- The SENCO contacts professionals working outside school for informal advice and further information if this is needed. They may arrange for your child to receive extra support from a Learning Support Assistant (LSA)

#### What can I do?

- You are part of the team and can provide the class teacher with information about your child at home.

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- It is essential that you offer your child support and encouragement. You may also be able to do things at home to help your child to meet their IEP targets. You could talk to the SENCO if you want advice about this.
- You can attend any review meetings about your child.
- It is helpful if you give your child the best start to the school day by ensuring they are well rested and have breakfast before they start school.

## How will my child be involved?

Your child:

- may be involved in setting targets which are realistic but also challenging.
- may be invited to the review, or part of the review. If this is not appropriate, they should be told the outcomes of the meetings.
- will be encouraged to think about the progress they have made in meeting the IEP targets.
- should be aware of the ongoing interest in their success.

If your child makes good progress and meets all their targets the next step may be to take them off School Action. Their class teacher will monitor their progress and will let you and the SENCO know of any problems. If your child is making progress but still needing extra help or if other ways of helping are going to be tried they will stay at School Action. If these things do not seem to be helping they will be moved to School Action Plus.