



Scoil Chóca Naofa

Kilcock, Co. Kildare

Support Policy for Special Needs Pupils

Ratification

Signed: _____

Chairperson, BoM

Date: _____

Guiding Principles:

- All our children have a right to an education, which is appropriate to them as individuals. We want all our children to feel that they are a valued part of our school community.
- The resources provided to support pupils with special educational needs will be used to facilitate the development of a truly inclusive school.
- Supports provided to pupils with special educational needs will be based on identified needs and be informed by regular reviews of progress, (in consultation with parents and pupils) as outlined in the Continuum of Support Guidelines.
- The class teacher has primary responsibility for the progress and care of all pupils in the classroom, including pupils with special educational needs.
- Pupils with the greatest levels of need will have access to the greatest level of support and whenever possible, these pupils will be supported by teachers with relevant expertise who can provide continuity of support.

As far as possible, therefore, it is our aim to minimise the difficulties that children may experience. We aim to achieve this by adopting three principles that are essential to developing a more inclusive curriculum.

Inclusion:

We are fully committed to the principle of inclusion and the good practice which makes it possible. This policy aims to enable children with SEN, children from the travelling community and children whose first language is not English, to become fully integrated members of our school community. This will be achieved by careful consideration of the needs of each child and by either modifying activities or by providing support that will help the child to participate in them.

Three principles for inclusion

Setting Suitable Learning Challenges

We aim to give every child the opportunity to experience success in learning and to achieve as high a standard as possible, (see also More Able Children policy, Appendix 2). In order to do this, Scoil Chóca Naofa will use the 'Continuum of Support' process as outlined in Table 1 below to identify educational needs. Identification of educational needs is central to setting suitable learning challenges for our SEN pupils. Using the continuum of support framework, our school will identify pupils' educational needs to include academic, social and emotional needs, as well as needs associated with physical, sensory, language and communication difficulties. It is important to look at a pupil's needs in context and to use our resources to support this, (for example, learning environment checklist).

Table 1: Identification of Educational Needs through the Continuum of Support Process

<p>Classroom Support</p> <p>Stage 1</p>	<p>The class teacher considers how to differentiate the learning programme effectively to accommodate the needs of all pupils in the class.</p> <p>A classroom support plan is developed and/or adjusted over time for those pupils who do not respond appropriately to the differentiated programme.</p> <p>This is informed by:</p> <ul style="list-style-type: none"> • Parental consultation • Teacher observation records • Teacher-designed measures/assessments • Basic needs checklist * • Learning environment checklist* • Pupil consultation - My Thoughts About School Checklist • Literacy and numeracy tests • Screening tests of language skills <p>A classroom support plan runs for an agreed period of time and is subject to review.</p>
<p>School Support</p> <p>Stage 2</p>	<p>At this level, a support plan is devised and informed by:</p> <ul style="list-style-type: none"> • Teacher observation records • Teacher-designed measures/assessments • Parent and pupil interviews • Learning environment checklist • Diagnostic assessments in literacy/numeracy • Formal observation of behaviour including ABC charts, frequency measures • Functional assessment as appropriate, including screening measures for social, emotional and behavioural difficulties <p>A support plan at this level may detail suitable teaching approaches including team-teaching, small groups or individual tuition.</p> <p>A school support plan operates for an agreed period of time and is subject to review.</p>

School Support Plus Stage 3	<p>This level of the continuum is informed by a detailed, systematic approach to information gathering and assessment, using a broad range of formal and informal assessment tools, reports from outside professionals, (as appropriate) and may include:</p> <ul style="list-style-type: none"> • Teacher observation and teacher-designed measures • Parent and pupil interviews • Functional assessment • Results of standardised testing, such as measures of cognitive ability, social, emotional and behavioural functioning, adaptive functioning, etc. <p>Data generated from this process is used to plan an appropriate intervention and can serve as a baseline against which to map progress.</p> <p>A support plan at this level is likely to be more detailed and individualised, and to include longer term planning and consultation.</p>
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Meeting Children's Diverse Learning Needs

We take into account the different backgrounds, experiences, interests and strengths that influence the way in which children learn when we plan our approaches to teaching and learning. In planning our support, the 'Planning Template' outlining the 6 point action plan below will be utilised.

Planning Template to Guide the Allocation of Additional Teaching Supports for Pupils with Special Educational Needs (Primary Guidelines, P19-20)

Action 1: Identification of pupils with special educational needs	<p>Review existing information on pupils' needs, using school-based data and any information from parents and external professionals. Engage in additional screening and data gathering as required, using informal and formal assessment approaches (for example, teacher observations, information on social and emotional competence, standardised tests, diagnostic tests).</p> <p>Identify all pupils with special educational needs in the school. Match their needs to the appropriate level on the Continuum of Support.</p>
Action 2: Setting targets	<p>Based on individual needs, set clear learning targets for each pupil at each level of the continuum of support.</p>
Action 3: Planning teaching methods and approaches	<p>Identify the level and type of intervention required to meet targets for each pupil on the continuum of support. Schools should consider methodologies best suited to promoting meaningful inclusion such as differentiation, mixed ability grouping, team-teaching and small group teaching. They should also be mindful that the interventions and supports that they are using are evidence-informed.</p>
Action 4: Organising early intervention and prevention programmes	<p>Based on identified needs, choose evidence-informed early intervention/prevention programmes to address concerns. Identify time needed and staffing commitment required.</p>

Action 5: Organising and deploying special education teaching resources	<p>Cross-reference the needs of pupils at School Support and School Support Plus levels and consider common needs that can be met by grouping to ensure effective and efficient teaching and learning approaches. Agree which teacher(s) will cater for these groups/individuals and when and where the teaching will take place.</p> <p>Be mindful of the requirement that pupils with the greatest level of need should receive the greatest level of support from teachers with relevant expertise.</p>
Action 6: Tracking, recording and reviewing progress	<p>Establish a tracking and recording system, to ensure that the progress of all pupils in meeting their identified targets is monitored:</p> <ul style="list-style-type: none"> • At whole-school and Classroom Support level by all teachers • At the School Support and School Support Plus levels by class teachers and special education teachers.

Overcoming Potential Barriers to Learning and Assessment for Individuals and Groups of Children

We recognise that a minority of children will have particular learning and assessment requirements that will create barriers to learning and we aim to address these through special arrangements. Our SEN policy envisages a whole school approach that takes into account the roles of the Board of Management, the principal, class teacher, special education teacher and the parents.

In attempting to achieve the above objectives the BoM, principal and staff will take all reasonable steps within the limits of the resources available to fulfil the requirements outlined in this policy document.

Board of Management

The BoM will fulfil its statutory duties towards pupils with special educational needs. It will ensure that the provision required is an integral part of the school development plan. Members will be knowledgeable about the school's SEN provision – funding, equipment and personnel. The BoM:

- Oversees the development, implementation and review of school policy on support for children with extra needs
- Provides adequate class accommodation and teaching resources
- Provides a secure facility for storage of records.

Principal

The principal has overall responsibility for the day-to-day management of provision. She will work closely with the SEN co-ordinator and will keep the BoM informed about the working of this policy. It will be the role of the principal in collaboration with the SEN co-ordinator to:

- Develop inclusive whole-school policies and monitor their implementation
- Assign staff strategically to teaching roles, including special education roles
- Co-ordinate teachers' work to ensure continuity of provision for all pupils
- Ensure that whole-school procedures are established to facilitate the effective involvement of parents, pupils and external professionals/agencies
- Ensure that effective systems are implemented to identify pupils' needs and that progress is monitored methodically

- Facilitate the continuing professional development of all teachers in relation to education of pupils with special educational needs, and ensure that all school staff (class teachers, special education teachers and special needs assistants) are clear regarding their roles and responsibilities in this area
- Arrange for exemptions from Irish where appropriate

Special Needs Co-ordinator

The Special Needs Co-ordinator will be responsible for:

- Overseeing the day-to-day operation of the SEN policy
- Co-ordinating provision for children with special educational needs
- Organises the timetable for support teaching
- Liaising with and advising fellow teachers and contributing to in-service training of staff
- Liaising with and advising SNAs with regard to supporting children with special needs
- Liaising with parents of children with special needs
- Monitoring and evaluating SEN provision
- Keeps a list of pupils who are receiving supplementary teaching
- Facilitating planning for class teacher with support teacher
- Supports the implementation of a tracking system at a whole-school level to monitor the progress of children who avail of additional support
- Keeps teachers informed about the external assessment services that are available and the procedures to be followed for initial referrals
- Advises parents on procedures for availing of special needs services
- Selects children for psychological assessment in consultation with class and support teachers and with NEPS psychologist
- Liaises with external agencies, such as NEPS, to arrange assessments of children with SEN
- Liaises with SENO regarding all aspects of special education provision
- Shares confidential information, (e.g. Psychological Assessment Reports) regarding SEN children with principal, class teachers, support teachers, SNAs and other agencies where appropriate. This information is stored in principal's office
- Offers advice on the drafting of SSPs and Classroom Support plans

The Role of the Class Teacher

Effective teaching and learning is critically important for all pupils, and especially for those with special educational needs. Meaningful inclusion implies that all pupils are taught in stimulating and supportive classroom environments where they are respected and valued. Mainstream class teachers have first-line responsibility for the education of all pupils in their classes. Accordingly, classroom teachers should ensure that they plan their lessons carefully to address the diverse needs within the classroom. This will include adapting their teaching approaches for some pupils whose individual progress, application, motivation, communication, behaviour or interaction with peers are causes for concern. This may require targeted interventions to develop relevant adaptive skills related to these needs. All mainstream class teachers will implement teaching approaches and methodologies that facilitate the meaningful inclusion of pupils with special educational needs. These include:

- Co-operative teaching and learning within mainstream classrooms
- Collaborative problem-solving activities
- Mixed ability group work
- Differentiation
- Interventions to promote social and emotional competence
- Embedding Information and Communications Technology (ICT) in teaching, learning and assessment

Every pupil needs to be taught a broad and balanced curriculum that is appropriate to their developmental level. Pupils' levels of interest, attention, concentration and persistence should be gradually developed, extended and rewarded, using appropriate teaching strategies. To cater for the range of learning needs in any class, mainstream class teachers will regularly need to differentiate their lessons. This can be achieved by:

- Varying the level, structure, mode of instruction and pace of lessons to meet individual needs
- Adapting lessons to take account of pupils' interests
- Matching tasks to pupils' abilities and needs
- Adapting and utilising resources, including the use of technology
- Aspiring towards suitably challenging learning outcomes and assessing accordingly

Teachers can make lessons accessible to a broad range of pupils through the use of a variety of appropriate teaching approaches and methodologies, including active learning, small-group tuition, individual teaching and scaffolded instruction. This may also require environmental adaptations to promote curricular access.

The Role of the Special Education Teacher

Special education teachers should be familiar with a wide range of teaching approaches, methodologies and resources to cater for particular learning styles and to meet a variety of needs. Teaching approaches will include a combination of team-teaching teaching, early intervention and small group or individual support. Depending on the learning needs identified, a pupil with special educational needs may be supported at classroom level or through mainstream classroom placement with additional teaching delivered through in-class or withdrawal support models.

Some pupils with more complex and enduring needs may require specific methodologies, teaching approaches and/or learning activities. Such interventions should be based on careful identification of strengths and needs, including multi-disciplinary assessment when necessary.

The type of support offered depends on the child's individual needs and takes the form of:

- curriculum support
- life and/or social skills training
- physical training/gross motor development
- communication and/or language development
- behaviour modification programmes
- assistance with sensory modulation
- development of anger management strategies
- development of strategies to deal with worries
- a combination of some/all of the above

Special education teachers, in consultation with class teachers, should plan their interventions carefully to address pupils' priority learning needs and to achieve the targets identified in the relevant continuum of support plan. Short-term planning should reflect the support plan targets and should break down the development of skills and content into small incremental steps to address each pupil's specific needs on a weekly basis. Outcomes for pupils should be routinely assessed, recorded and used to review progress. These outcomes should also be used to inform the targets for the next phase of intervention.

In addition to consultation around the individual needs of their child, parents also value receiving good information on the nature and type of the special educational needs provision available in the school. Our school will consult with parents when developing and reviewing policies relating to the education of children with special educational needs. This helps to ensure that parents understand the school's approaches and better enables them to support their children in transitioning through the school.

The Role of the SNA:

The role of an SNA is to carry out duties based on the care needs of the child. The tasks associated with these duties can be of a primary or secondary nature. (Circular 0030/2014).

The Role of the Child:

Pupils who are in receipt of supplementary teaching should, as appropriate:

- be given the opportunity to contribute to the setting of the medium and short-term learning targets
- become familiar with the targets that have been set for them
- develop 'ownership' of the skills and strategies that are taught during supplementary teaching and learn to apply these learning strategies and skills to improve their own learning
- contribute to the evaluation of their progress by participating in appropriate assessment activities, including self-assessment.

Role of External Bodies and Agencies

Our school liaises with external professionals such as NEPS Psychologists, Special Education Needs Organisers (SENO), the National Council for Special Education (NCSE) Support Service, the HSE (Health Service Executive), Early Intervention Teams, School Age Teams, Tusla, Visiting Teachers for children with vision impairment, Visiting Teachers for children with hearing loss, and the Inspectorate. We acknowledge that the needs of many children span both health and education services. We endeavour to incorporate relevant school-based recommendations from health professionals in developing support plans at each level of the Continuum of Support, while recognising that essential services, therapies and interventions are to be provided by the Health Service Executive (specific SLT/OT programmes for example).

Children with ASD integrating into mainstream

The teacher of the ASD class will liaise with the class teacher to assist and support in setting targets and in managing behaviours of pupils being integrated for part of the day.

Parental Involvement

Good parental engagement is a critical factor in enhancing outcomes for pupils with special educational needs. Parental engagement is enhanced when parents are consulted in relation to their children's needs and strengths, on the supports and strategies being developed to support their children, and when they are involved in regular reviews of progress. The Continuum of Support process and use of the Student Support File provide valuable opportunities to engage with parents and to build a collaborative approach to identifying and responding to the needs of pupils with special educational needs. There may also be opportunities for parents to work collaboratively with the school through initiatives, such as paired reading or graded reading.

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The Parents/Guardians of the pupils of Scoil Chóca Naofa can prepare for and support the work of the school by:

- Sharing any information, reports or reports pending from health professionals, and/or concerns regarding their child's development. Copies of professional reports should be provided to the school at the enrolment stage

- Supporting the work of the school and keep the class teacher informed of the progress and challenges they observe in their child's learning
- Attending meetings arranged by the class teacher or SET team
- Supporting the targets outlined in their child's support plans and engage in all suggested home-based activities
- Informing the post-primary school of their child's needs, at the transition stage.
- Supervising, assisting with, showing interest in and signing homework.
- Listening to and giving supportive feedback on oral reading.
- Signing and returning consent forms to the school regarding withdrawal for support teaching.

Enrolment

The school aims to meet the needs of any child whom the parent wishes to register at the school as long as a place is available and the admission criteria are fulfilled. The Education for Persons with Disabilities Act 2004 states that 'A child is entitled to attend the school which is most suited to his or her overall needs'.

Parents are required to notify the school of their child's special needs in advance of enrolment through the application form. An additional form will be completed for pupils seeking admittance to our ASD class. The B.O.M. will request a copy of the child's medical or psychological report. No child will be refused admission solely on the grounds that they have SEN, except where the provision required is incompatible with that available in our school.

Special Facilities

Scoil Chóca Naofa is a two-storey building with a lift and ramps where appropriate. There is one ASD class and a sensory room. Where specialised equipment is to be used, (i.e. in the case of a child with a hearing impairment) training will be given to staff as required.

Resources

Scoil Chóca Naofa is a well-resourced school, which constantly monitors and updates its resources. I.T. provision is updated regularly.

Whole School Strategies to minimise learning difficulties

Our strategies for preventing learning difficulties include:

1. Prevention Strategies

Intensive early intervention and prevention programmes can be an effective response to meeting the needs of children with low achievement. Our strategies for preventing learning difficulties include:

- The development of agreed approaches to the teaching of Literacy and Numeracy in order to ensure progression and continuity from class to class.
- Provision of additional support in early literacy and mathematical skills.
- Ongoing structured observation and assessment of the language, literacy and numeracy skills of pupils in the infant classes to facilitate early identification of possible learning difficulties.
- Close collaboration and consultation between the Infant Teacher and the SET team.
- Promotion of literacy e.g. Print-rich environment, poetry notebooks, free writing copies
- Promotion of Numeracy
- Ready Set Go Maths in Infant years
- Sound Foundations Phonological Awareness Programme in Junior Infants
- Talk Boost language programme in Junior Infants
- Talk Time vocabulary programme
- Alpha to Omega spelling programme
- PM Graded reading scheme
- PM Writing scheme – genre writing
- Big Cats readers for senior classes.

- Friends for Life
- Weaving Wellbeing
- Parental involvement in promoting literacy and numeracy e.g. Maths Home School Links, Homework Policy Guidelines for Parents, Infants meetings
- Differentiation - adapting the learning environment.
- In-class support from the SET team based on identified needs.
- Station teaching /Team teaching in the infant classes with oral language focus.
- Station teaching in classes from 1st – 6th.
- Withdrawing individuals/groups.
- Aistear programme in infant classes – phonics, oral language, reading, writing
- Big books, Novels, World Book Day, Reading buddies, Word games, Author's chair
- Incorporating literacy into other subjects

2. Early Intervention

We believe it is very important to identify and assess children with special needs as early as possible so that effective interventions can be put in place. Screening tests are administered in Junior Infants during their last term in school. The DTEL and DTEN are administered to all pupils in Senior Infants during the second term of the school year. Pupils who present with scores below a given point are selected to participate in a follow-up programme in a group. The parents of these pupils are made aware of what is happening and why. At the end of the 8-10 weeks, every participating pupil is re-tested using DTEL and DTEN to measure progress made.

3. Developing Listening Skills:

Promoting a classroom environment where children listen to others, do not interrupt the speaker and wait their turn; Circle time, Listening games/activities; Listening to music. Use of station teaching to encourage pupils to be aware of others working quietly.

4. Observation and/or assessment:

Observation: personal checklists, record sheet for each child, shared observation (2nd opinion), listening to reading and general correction of homework.

Many literacy/language programmes used in the school contain checklists, e.g. *Time to Talk* (Senior Infants), *Starlight* and *Abair Liom* (1st upwards).

Class teachers share concerns with - last year's/next year's teacher, similar level teacher, parents, SEN teacher, SEN co-ordinator

5. Stages of Assessment and Provision:

Access to the school's broad and balanced curriculum is achieved for most children by differentiation of class work by the class teacher.

When a class teacher identifies a child with SEN, the class teacher consults with the SEN coordinator and provides interventions that are ADDITIONAL TO or DIFFERENT FROM those provided as part of the school's usual differentiated curriculum.

The first line of responsibility for the progress of all pupils in the class lies with the class teacher. However, as some of our support is in-class, the stages are less defined than in situations where support is delivered by withdrawal.

Class teachers initially discuss their concerns with the child's parents.

The triggers for this intervention could be;

- The child makes little or no progress even when teaching approaches are directed at an identified area of weakness
- The child shows signs of difficulty in developing literacy and numeracy skills, which result in poor attainment
- Persistent emotional or behavioural difficulties which do not respond to behaviour management techniques used by the school

- Has sensory or physical difficulties
- Has communication and/ or relationship difficulties

The class teacher completes a Student Support form and ticks 'Classroom Support'. They will monitor this for half a term. If this strategy does not work then the teacher will continue to the next stage, 'School Support'.

Teachers inform parents that their child's needs would be better served in a small group with a support teacher. Parents will need to sign their consent.

School Support

In cases where the Classroom Support plan indicates that progress has not been made, or if the results of tests and teacher observation indicate this to be the case, intervention in the form of a support teacher will be accessed. Again, class teachers will discuss their concerns with the child's parents. The action taken will be as follows:

- The class teacher and support teacher will differentiate the curriculum in specific areas with achievable goals to be implemented by the class teacher and support teacher.
- If there are others in the class with similar difficulties in one or more of the specific areas, then a group educational plan will be implemented.
- These programmes will be reviewed and updated every term.
- While every effort will be made to allow the SEN group/individual to remain included in class, there may be a need to work part of the programme in a SEN room with the support teacher or class teacher. This withdrawal will be time limited and for specific purposes only.
- Where progress is such that the child is no longer giving cause for concern, the child will revert to the usual differentiated curriculum available to all children.

School Support Plus

The support or class teacher will perform diagnostic tests on these children (at School Support) usually at the beginning and end of the school year. These tests will include the Aston Index Graded Word Reading Test, Aston Index Graded Spelling Test, TOWRE2, WRAT, etc.

When it has been identified that a child is still struggling and performing below the sixteenth percentile despite School Support, the class teacher with the support teacher and SEN coordinator, in consultation with the child's parents, may consider the following actions:

1. A psychological assessment will be arranged (see Education for Persons with Disability Act 2004)
2. Other outside agencies may need to be contacted, who will advise on a range of provision including SSP targets and strategies.
3. The triggers for extra intervention could be that, despite receiving an individualised programme the child:
 - Makes little or no progress over a long period of time
 - Continues to work at Primary Curriculum levels substantially below that of children of a similar age
 - Continues to have literacy and numeracy difficulties
 - Has emotional or behavioural difficulties which substantially and regularly interfere with the child's learning, or that of other children, despite an appropriate behaviour management programme and SSP
 - Has sensory and/or physical needs, and requires additional specialist equipment or regular visits from an advisory service
 - Has an ongoing communication or relationship difficulty that prevents social development, and act as a barrier to learning.
4. If it is felt by the psychologist that a child has care needs, a special needs assistant may be applied for.
5. In circumstances where a child uses specialised equipment, consultants will be required to demonstrate how the equipment is to be used to at least two SNAs and either the class or support teacher. The SEN co-ordinator should also be present.

6. The use of specialised yard equipment may also need to be demonstrated to these staff members. Courses will be provided on an ongoing basis to train staff in the relevant areas.
7. If the psychologist recommends an exemption from Irish the principal will see to this under guidance from the Department of Education And Skills.

Student Support Plan

Based on Psychologist's report, tests, Record of Differentiation and School Support File, the class teacher with the support teacher, SNA (if assigned), parents and representatives of outside agencies (if necessary) formulate an Student Support Plan.

These SSPs, which employ a small – steps approach, feature significantly in the provision that we make in school. By breaking down the existing levels of attainment into finely graded targets, we ensure that the child experiences success.

This plan includes:

- the nature and degree of the child's abilities and skills
- the degree of the child's special needs,
- the present level of performance,
- services to be provided,
- services for transition to 2nd level school where appropriate,
- the goals which the child is to achieve over a period of half a year

The strategies set out in the SSP will, as far as possible, be implemented in the normal classroom setting.

The management of the SSP strategies will be the responsibility of the class teacher, support teacher and the SEN coordinator.

Review of SSPs

The SEN coordinator will ensure that the review is conducted regularly, (October, February, and June). The class teacher consults with the support teacher, the child (and SNA if appointed). They agree on the expected outcomes of the SSP. A draft copy is formulated and the parents are invited to attend a meeting to discuss or make recommendations to the draft review if they so wish. Again, outside agencies may play a part in formulating the final copy. The review will be recorded on the SSP Review form, which forms part of the Student Support File.

Where progress is unsatisfactory it may be decided that the child continues to receive additional supports. Where progress is satisfactory, and where the child is consistently achieving targets over the stated time, a decision will be made to revert to School Support level.

The review in June will be to formulate an SSP, which will be part of the plan for the next teacher in September. It will be carried out as outlined above.

SSPs for children moving to 2nd level will be referred to at the consultation meetings with the 2nd level representatives.

Timetabling

When drawing up timetables it is important to remember that:

- timetables should be continually reviewed
- children should not miss the same subject each time they are withdrawn
- if a pupil is unavailable for their supplementary session due to special circumstances, the Special Education Teacher will attempt to reschedule the session with the co-operation of another teacher.
- interruptions to classes/classrooms should be kept to a minimum.

Complaints

If parents have a complaint about the Special Ed. provision made, then they should in the first instance make an appointment to speak to the SEN coordinator and then the principal.

The complaint will be investigated and dealt with as early as possible. If the matter is not resolved to the parents' satisfaction, then the matter proceeds to the B.O.M.

Monitoring and Reviewing

Pupils' progress in relation to achieving their targets will be regularly and carefully monitored. This stage of the process is informed by effective measurement of baseline performance, including the use of criterion-referenced tests and other methods of assessment (for example, teacher-designed tests, checklists, samples of work, observation) that allow pupils to demonstrate their progress. This will lead to the establishment of specific targets to be achieved within a defined timeframe as outlined below.



Monitoring outcomes is part of a dynamic process of identification, target-setting, intervention and review, which in turn should lead to adjustments in support plans. The Student Support File provides schools with a useful resource to support and record this process. It includes a Support Review form to guide teachers when monitoring progress and reviewing outcomes with parents and pupils. Such monitoring of progress, and subsequent adaptation of support plans, are key drivers of effective practice.

In addition to monitoring outcomes at the individual level, it is also important to review outcomes at group, class and whole-school level. This review will include some of the following measures: attainment, communication, independence, attendance, social inclusion and well-being (for example, sense of belonging and connectedness to school) for pupils with special educational needs.

The B.O.M will ensure that SEN provision is an integral part of the school development plan and will evaluate the effectiveness and success of this policy by monitoring:

- the standards obtained by children with special needs
- the number of children at each of the three stages: Classroom Support, School Support and School Support Plus.
- The level and pattern of help (i.e. average time allocated and the balance of in-class and withdrawal support)
- Views of parents
- Visits from specialist teachers
- Staff views on in-service
- Children's views

SEN Records

Individual SEN Files: It is the responsibility of SETs to update and manage the files of the children on school support and school support plus that they support. It is the responsibility of the Class Teacher to update and manage the SEN files of children on classroom support.

The following should be stored:

- Student Support Plan and Review
- Log of actions detailing support received, interventions, meetings with parents and other agencies, test administered and reviews during the year
- Results of Standardised and Diagnostic Tests The following details are stored in the pupils personal file in Principal's office.
- Psychological Report
- Copy of referrals made to outside agencies
- Copy of reports from outside agencies
- Record of SEN correspondence between parents, outside agencies and school staff

This policy will be reviewed every three years.

Appendix 2

Exceptional Ability & Giftedness Policy

Definition and Background:

'An able child is one that achieves or has the ability to achieve at a level significantly in advance of their peer group. This may be in all areas of the curriculum or in a limited range'. (Eyre, 1999)

- Children who are considered gifted may have been assessed by a psychologist and found to have a high level of intelligence (an IQ score of 130+, 98th Percentile)

School Ethos:

We, the teaching staff at Scoil Chóca Naofa have agreed to cater for those pupils who are exceptionally able in **academic** areas (i.e. the top 2% of the school population) where teaching allocation and SEN allocation allows.

Those pupils who show exceptional talent in **non-academic** areas e.g. psychomotor ability, mechanical aptitude, visual and performing arts ability, will be given information regarding the relevant outside agencies.

Procedure for identification of pupils with Exceptional Ability

Criteria for Assessment:

1. A range of strategies may be used to identify exceptionally able pupils:

- Annual standardised tests
- NRIT /Cat 4
- Psychological Assessments
- Teacher observation
- Parental requests
- Referral by other individuals, schools or organisations.

2. From first class onwards, pupils showing exceptional ability will be noted and where the teaching capacity allows, these pupils will be suitably challenged.

3. Where a teacher observes children displaying exceptional ability in a specific academic area, then further assessment may be carried out to establish giftedness. Where it is a non-academic area, the parent will be informed of outside agencies more suited to the development of the pupil's giftedness.

Catering for Pupils with Exceptional Ability:

Pupils who meet the criteria for exceptionally able (IQ of 130+) will be catered for within the classroom based on a differentiated programme of work **or** if deemed possible by the principal may be offered extension classes on a withdrawal basis, subject to the approval of the pupil and their parents. These classes will form part of the support teachers' timetable where feasible.

Responsibility and Management:

1. The class teacher is responsible for differentiation within the classroom, including acquisition and distribution of teaching resources for differentiation.

2. The SEN team will be responsible for the assessment stage of this process. This will include organisation of extension classes - timetabling, acquisition and distribution of information regarding referral and assessment by outside agencies.

3. The principal will liaise with parents, support teachers and class teachers throughout the process.

Appendix 3

Children with English as an Additional Language (EAL)

In Scoil Chóca Naofa, we aim to ensure that pupils become competent in using English as a means of learning across the range of curriculum areas. We acknowledge pupils' different cultures, backgrounds and native languages. Pupils are enabled to develop their individual potential, both socially and academically within our school.

Aims

- To identify an individual EAL learner's needs
- To recognise the talents and skills they bring to Scoil Chóca Naofa
- To support the pupils in accessing all areas of the curriculum
- To respond to their needs

Organising Support

The provision of support to the EAL pupil is shared between the class teacher, who has primary responsibility, and the support teacher assigned to that class. The delivery of the programme may be in-class, (e.g. during Aistear sessions) or by withdrawal in small groups.

In collaboration with the parents and the class teacher, the support teacher will:

- Identify pupils requiring additional language support
- Assist in the settling down period for new entrants
- Collaborate with the class teacher
- Permission slip from parents for withdrawal
- Assess the pupil's proficiency in English - PSAK Initial Interview
- Devise and deliver a suitable programme for groups, individuals
- Record and monitor the pupil's progress - Assessment

Recording and monitoring

- Teacher observation
- Teacher questioning
- Pupil's work samples
- Consulting with class teacher and parents about progress
- End of year assessment – PSAK

PSAK

Assessment is comprised of teacher's observations and testing using the PSAK, (Primary School's Assessment Kit), beginning with the Initial Interview. The PSAK assesses the pupil's proficiency across four language skills – listening, speaking, reading and writing. Pupils in Junior and Senior Infants are only assessed in listening and speaking.

Resources

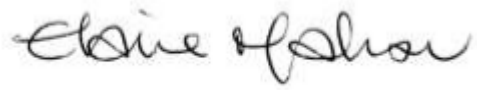
- *Up and Away* - Core language programme
- Worksheets, pictures, posters based on language themes
- Fiction and non-fiction books, Big books
- Circle time, Oral language games

- Card games, Board games
- Online resources, e.g. Twinkl, Google images

This policy is subject to review following the issue of NCCA Guidelines or at least every 3 years.

Policy was drafted March/April 2024

Ratified by the Board of Management on 15th May 2024

A handwritten signature in black ink, appearing to read 'Elaine Mahon', written in a cursive style.

Signed :

Elaine Mahon, Chairperson, Board of Management