



**Silsden Primary
School**

Important SEN Paperwork Update

Dear Parent / Carer

This evening, your child will have brought home their updated Special Educational Needs (SEN) paperwork.

You may notice that the format looks different from previous versions. Until now, we have used an electronic system called 'Edukey' to create One Page Profiles and Individual Education Plans. However, we have decided to move away from this platform and have developed a new, in-house document.

This new document will combine all key information and support into one place. It will move with your child throughout their school journey, ensuring consistency and continuity. This will help teachers understand the support and targets your child has had in previous years, as well as what provision needs to be in place now to support their continued progress.

The new documentation is called a Pupil Passport.

The front page will include:

- Assessment data
- Passport creation date (this is when SEN paperwork was first written for your child)
- Key Information – this includes any diagnosis, referrals, and/or external agencies involved with your child. If you feel this information is incorrect or needs updating, please let us know by emailing sen@silsden.bradford.sch.uk
- Strengths and Areas of Need
- Current provisions – this is what the teacher is putting in place to ensure your child's needs are catered for within the classroom setting.
- Previous Interventions – this won't be populated until strategies have been tried and evaluated on the new paperwork.

On the back of the Pupil Passport, you will find Pupil Voice.

Some children will have a third page, which shows their updated targets. These targets will be reviewed every half term. The teacher will highlight the target with red, amber or green to show progress towards this outcome. By the end of next year, you will see an overview of your child's progress.

With this paperwork in place, we hope that provision for your child will meet their needs and allow them to thrive at our school.

If you have any queries, please do not hesitate to contact us via the SEN inbox.

Kind Regards

Alison O'Hara and Olivia Gregson
SENDCo's