



# SENCo Snippets May 2011

## Medway SENCo Certificate

In the past we have given a certificate to SENCos in recognition of the degree of training they have undertaken. To achieve the certificate it was necessary for the SENCos to show that they have attended 6 in-depth training courses in addition to the usual SENCo courses. Unfortunately we are no longer in a position to offer this certificate as the other agencies cannot deliver the sessions.

## February Inclusion Forum

At the forum we have a competition to re-write an IEP target to make it SMART. The target given was 'Ben will say 'k' in short phrases. An excellent target was written by one group i.e. 'Ben will say 'k' at the start of short words in phrases, 4/5 times with support. E.g. "Blue car. The target is Specific, Measurable and Realistic as it recognises the need for support at this stage.

## Summer Inclusion Forum

You will have received a letter explaining the Inclusion Forum on June 6<sup>th</sup> and 7<sup>th</sup>. Please remember to inform parents that you will be meeting with teachers to share information about the children who will be moving on to school. You may want to use the poster on the reverse of this letter, but you should also consider speaking individually to parents when you know which teachers will be at the forum.



## Example of best practice

From time to time it is inevitable that a SENCo will have a planned period of time off from the setting e.g. for medical reasons or maternity leave. We came across a lovely example of planning for this event whereby a letter for Ofsted was written and kept on file (in case they arrived on the doorstep) this had the name of the contact within the setting for SEN, details of where IEPs were and the systems in place, a resource file for how to manage more common situations and finally the inclusion advisors name and contact point.

## S&L

If a speech and language assessment is needed for a child, who will require a translator to be present, the drop in clinic cannot help. A referral should be made directly to SaLT at Rochester Healthy Living Centre noting a translator is necessary.



## Request for support from Children's Centre

We have enclosed a master copy of this form for you to keep on file and use as and when you deem necessary. If you should need to use it, please send it back to your local Children's Centre.



## Training

### The IDP with SEAD to support children with SEND

Due to unforeseen circumstances, The IDP with SEAD to support children with SEND has been moved from 10 & 24 May 2011 (as advertised in the training programme) to 14 June and 12 July 2011. The venue is still at the Early Years Professional Development Centre. This course has been previously offered during the Autumn and Spring term.

### Positive Handling course



We are often asked for guidance on dealing with children with very challenging behaviour. We have arranged training from two school advisers who are able to give Positive Handling training. The content of the course is based on approaches used with school age children, but adapted for younger children. Details of this course can be found in the summer training booklet.



\*\*\* THIS FORM IS STRICTLY CONFIDENTIAL \*\*\*

**Sure Start  
Children's Centres**  
Medway



## Request for support from Children's Centre

Please return this form to:

Children's Centres offer a variety of services to local families with children under five. Children's Centre staff are happy to visit you to tell you about the centre and if you would find it helpful, would also accompany you on a first visit to the centre.

All families need support at certain times. Sometimes difficulties are best addressed on a one to one basis. You can work through problems with a children's centre worker who will help you find the best solutions for you and your children. This usually takes place at the children's centre but occasionally may take place in your home.

### Parent/Carer details

Parent/Carer Name

Address

Contact telephone number

Date of birth

### Child details

Name of child

Date of birth

Gender

**Please turn over to complete the rest of this form**

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### Data Protection

In signing this form you are agreeing for the children's centre to contact you and for the information contained within to be held by the children's centre. All information will be treated in the strictest confidence in accordance with the Data Protection Act. For the benefit of your child/ren we may request and or share information with other professionals from Health or from other professional teams in the Children, Young People and Families Directorate.

### An outline of your request

We would like help and support with the following:

Views of any other family member e.g child:

Any other information that you or the professional supporting this request would like to add e.g. health & safety issues i.e. pets

### Signatures

Signature of parent/carer

Date

Signature of professional supporting this request

Date

Job title and contact details for professional