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Teacher Planning & Record Keeping

This policy has been formulated by Powerstown ETNS to give guidelines to teachers in relation to planning requirements of the Department of Education.

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Section 1: Mainstream Teacher

Mainstream Long Term Planning

- Every mainstream teacher must complete termly plans for all subject areas; Gaeilge, English, Maths, Science, History, Geography, Drama, Music, Art, P.E., SPHE and Learn Together (monthly).
- Each “Termly” scheme must be produced and uploaded to planning website by the Monday of the third week in school each September, January and after Easter Break as marked on planning calendar
- All plans must be uploaded to the planning website on this date. These dates will be marked on the school calendar and produced to each teacher during August Induction Meeting.
- The school template for termly schemes must be used as this is recommended by the Department of Education and the Inspectorate.
- All plans must refer to and follow the Whole School Plans for each subject area.
- Learn Together planning is to be done on a monthly basis according to the theme for the month as outlined by the Learn Together coordinator (Aoife). Learn Together Theme will be discussed at each staff meeting and information re same will be emailed staff at the end of every month.

Mainstream Short Term Planning

- Co-planning meetings and planning documents
- The school template for fortnightly short term planning must be used.
- All templates are emailed to staff after their introduction in August Induction Meeting and are accessible on Google Drive and the planning website.
- All fortnightly plans must be uploaded to the planning website. Dates plans must be uploaded are marked on the staff calendar.
- Due attention and good detail must be given to planning for differentiation and assessment.

Mainstream Cuntas Míosúil

- Each mainstream teacher must complete their Cuntas Míosúil monthly. Due dates for CM are recorded on school calendar and are given to teachers during August Induction.
- School template for CM must be used by staff. This is accessible on the Drive and on the planning website.
- CM must be uploaded to planning website on this due date.

Section 2: Special Educational Needs (SEN) Team (Learning Support, Resource and English Language Support Teachers)

SEN Teacher Long Term Planning

The criteria for the selection of children for Resource, Learning Support and English Language Support is outlined in the schools' Special Educational Needs Policy.

SEN Co-ordinator updates the Whole School Profile and allocates particular children to members of the SEN team in August of each year. This is subject to change throughout the year based on the needs and demands of the school.

Individual Education Plans (LITH Children):

Long term planning for SEN teachers must also be produced and documented. The primary long term plan for SEN teachers is the child's Individual Education Plan.

- Pupil Profiles and IEPs are private and confidential. Each child in receipt of LITH hours has an individual folder. Pupil profiles, IEPs, details of contact with professionals, assessments, professional reports, monthly targets, and observations (from SEN team, class teacher and SNA) are kept in child's individual folder
- Pupil profiles are updated each September to reflect pupil performance across (not limited to) literacy, numeracy, social and emotional skills, language and communication skills, motor skills and behaviour skills. This includes observations of children in classroom and yard, interviews with children, parents, class teachers and SNAs, contact with professional bodies etc.
- IEP meetings take place from first week of October with parents. At these meetings IEPs are discussed with parents. Parents are given the opportunity to sign IEPs at meeting, or if they prefer to take IEP home and return signed to school within 3 school days.
- Targets should be finalised and signed by all contributing members of the children's SEN team by the end of the third week in October.
- Copies of the IEPs for those children in receipt of LITH (Resource Hours) must be emailed to SEN Team Leader (Cróna Glynn) as do monthly targets. These documents must be password protected (with agreed SEN team password)
- All tests results and school based assessment documents must be uploaded to Aladdin.

Continuum of Support Plans (COS Children):

- Continuum of Support Plans (COSP) are private and confidential. Each child in receipt of SEN support has an individual section in the SEN teacher's COS folder. COSP, details of contact with parents, class teachers, professionals, assessments, professional reports, monthly targets, and observations (from SEN team, class teacher and SNA) are kept in child's section in the COS folder. For further details of Continuum of Support please see the school's Special Education Needs Policy.
- COS observations take place in September annually. This includes interviews with children, parents, teachers and SNAs contact with professional bodies etc.
- COS meetings take place in October with parents. At these meetings COSP are discussed with parents. Parents are given the opportunity to sign COSP at meeting, or if they prefer to take COSP home and return signed to school within 3 school days.
- Copies of the COSPs for those children in receipt of extra support must be emailed to SEN Team Leader (Cróna Glynn) as do updated COSP. This documents must be password protected (with agreed SEN team password)
- All tests results and assessment documents must be uploaded to Aladdin.

Support Teacher Short Term Planning & Recording

- Timetable – detailing children that are withdrawn is uploaded onto planning website
- Co-planning meetings and planning documents
- Detailed short-term planning (weekly/fortnightly) documents are also to be kept by the Resource, LS and EAL teacher. Individual confidential plans are kept in individual folders. (LITH children)
- Records of in class support, EAL plans etc (fortnightly) are uploaded to the Drive on planning dates marked on staff calendar
- All SEN teachers must use the school's template document for Short Term Planning.
- Plans must be uploaded to the school planning website in line with the school's planning calendar
- All SEN teachers must complete regular (at least weekly) observation records for LITH children.
- Observations for withdrawal groups should be recorded on plans and reinforce learning objectives. In class observations should be fed back to class teachers.

Support Teacher Cuntas Míosúil

- Each SEN teacher must complete their Cuntas Míosúil monthly for EAL, Learning Support and In-Class teaching. Due dates for CM are recorded on school calendar and are given to teachers during August Induction.
- School template for CM must be used by staff. This is accessible on the Drive and on the planning website.
- CM must be uploaded to planning website on this due date.
- IEPs must be reviewed monthly, with targets updated. These targets are emailed to SEN Co-ordinator on CM date and are password protected.
- COSP are reviewed on a needs basis. These reviews are emailed to SEN Co-ordinator on dated agreed between SEN teacher and SEN Co-ordinator.

SEN planning records

- All staff working with LITH children are required to review PCN, BCN and Behaviour Plan for SEN child in September each year and update as necessary
- These plans must be reviewed and updated during the last week of February each year prior to our NCSE application in March.
- Class teachers have over-all responsibility for the maintenance of SEN records of pupils in their classroom.
- All children who are entitled to SNA access or who have behavioural issues must have daily record charts completed. These records are given to the child's allocated SEN teacher each Friday. These observations should be used to support SEN teacher planning. Templates for these record cards are available on planning website and have been emailed to all staff.
- All incidents in relation to SEN children must be recorded on Aladdin.

Special Needs Assistants are given a clipboard (with cover) to record progress of SEN pupils. At the end of each day SNA's & class teachers are required to update records of SEN children that they work with. This information is then given to SEN teacher for each individual child.

Protocols:

- All planning and records must be kept on planning website.
- All plans must be shared with Principal to ensure files can be accessed.
- All teachers are expected to generously engage with the protocols and deadlines outlined above.

- This planning website may be sought and observed by the school Principal and Deputy Principal at anytime without any notice, and similarly by any DES Inspector
- Unsatisfactory Planning and Record Keeping may become a disciplinary issue if the teacher fails to engage with this school policy as outlined above

Ratified:

Ratified by BOM in May 2013