Dear Colleagues,

It has come to my attention that procedures for discussing SEN children are not secure. Because of this, Mary and I have come up with the following system:

* If you have concerns regarding an SEN child in your class, please ensure that the provision you are providing for them is appropriate. You might need to do some research around the condition to gain ideas and any ideas MUST be tried consistently and for a prolonged period of time before it can be deemed to have worked or not worked.
* If you still have concerns or would like further advice, please fill in the grid about what you have tried and request a meeting with me. This will form part of the discussion and will get away from lunchtime/corridor discussions which are not appropriate and have little impact because there is no formal record of the meeting.
* From this, I will discuss concerns with Mary and/or Janet and decide if outside agency help is appropriate. Please do not assume that this will be an automatic response or that if it is, somebody will appear overnight with all the answers!

Hope this is clear and that it has some impact on what we are trying to achieve with these children.

Thanks,

Amy