**Appendix H**

**Steps followed on receipt of a hard or soft copy of a report**

1. The report will be passed to each relevant member of staff to read it, process it, research it (this may involve talking to parents) and take notes e.g. the parent(s), the Principal, the deputy principal, the class teacher, all the special education teachers. This can take up to two weeks.
2. A hard or soft copy of the school’s Special Education Policy and Appendix H of the same said policy will be given to parents for reference.
3. The Special Education Team will discuss the report and their research on it at their monthly special education team meeting. The date of this meeting can vary according to other school activities and staff absence due to sickness, leave or training. At this meeting the Special Education Team will apply the school’s Special Education Policy in any decisions made.
4. Parent(s) will be consulted/notified of any decisions made
5. When a report is received by a parent about their child it can be quite an emotional experience. The first thing you need to know is that your child is beautiful and amazing, whose personality and winning ways are going to serve them well in life – irrespective of what may be written in a report. Add to that the sheer effort involved in actually reading it, never mind understanding all of the details in the report. It is no surprise that you can feel overwhelmed and a sudden rush of urgency to fix and solve any issues and make things better again. It is only natural for a parent to feel this way. If you bypass the testing information and go straight to the recommendations section, that feeling of being overwhelmed can reappear again. This is perfectly normal.

Please be aware that these recommendations, and there are sometime pages and pages of them, are intended to be treated as a menu. Like all menus, you choose and commit to something, knowing that there are other options when you return to the menu again. You may even be able to work on more than one recommendation at a time, but remember, for good reason, this is a marathon, not a sprint. It is important not to overwhelm both you or your child.

1. Scoil Bhríde Nurney is here to support you on this journey. The school has dealt with over 20 reports over the last 4 years. The school has vast experience and professional expertise in dealing with reports, recommendations, Irish exemptions, assistive technology applications, SNA applications, dyslexia and dyscalculia etc. Scoil Bhríde Nurney provides on average, 40 pupils with additional educational learning support every year. We know what we are doing and you need to have trust.

*(Taken from the Scoil Bhríde Nurney “Special Education Needs Policy” which is available to view and download in full from* [*www.nurneyns.com*](http://www.nurneyns.com)*)*