

Class Teacher SEN Files and Record Keeping

The following is a list of items it would be useful for all class teachers to have in their SEN files.

It is not definitive and some may keep more records than those listed below, but as a guide, this is a minimum of information that is needed.

- 1. Current SEN register identifying children at School Action & School Action Plus and children with a Statement of SEN.**
- 2. Current and previous IEPs (current academic year IEPs are useful)**
- 3. Any meeting notes and review meeting minutes**
- 4. Behaviour records, charts or observation schedules**
- 5. Individual pupil files which may be in one folder with clear divider cards so that all pupil information can be kept together in chronological order. (depends largely on the amount of information you have on each pupil and how many pupils on the SEN register in your class).**
- 6. Records of any conversations or telephone contact between parents and class teacher**
- 7. Support timetables for TA identifying times and allocation of time to children on register.**
- 8. Examples of pupil monitoring sheets showing progress towards IEP targets – this may be half termly given that Teaching Assistants will carry most of this information.**
- 9. You may choose to keep examples of annotated pupil work which shows progress towards targets, or demonstrates lack of progress.**

It is worthwhile bearing in mind that as a class teacher you are responsible for meeting the needs of all children in your class, including those with special needs.

You should be aware of current progress towards IEP targets and be able to show that you are up-to-date with support programmes and progress on a regular basis.

This will mean monitoring evidence shown in the record keeping of teaching assistants working with your pupils.

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