



ASH LEA

*Working together to be
the best that we can be*

10.12.19

Individual Education Plan Process

Dear Parents / Carers

As you may know, we are now using IEPs across the school and now have a standardised format and clearer process for setting targets and reviewing these.

IEPs are taken from the EHCP and from other assessment frameworks. We are using these as a tool by which to measure progress across the whole school. The IEP is the cornerstone of your child's learning and their curriculum is built around this.

Whilst you have input into the EHCP, it is also crucial to have your input into the IEP itself too. A clear timetable has been set so that the whole class team, parents and professionals contribute towards setting and reviewing targets.

Class teams will review IEPs and set provisional targets based on their assessments and evidence captured on 'Evidence for Learning'. They will then meet with professionals involved in each pupil's learning and their provision. Following these provisional meetings your child's teacher will meet with you to review the previous IEP and these provisional new targets. To ensure consistency and quality the teaching staff and then the senior leadership team will moderate all IEPs and will amend if necessary.

The final IEP will be sent to you at the end of this process. To ensure that this process is done properly it will take six weeks, however the provisional targets will be worked on throughout this period.

This will be the cycle for IEPs and will happen in January and June 2020. We will be having IEP meetings during the second week of the cycle. The focus of these meetings will be the IEP ONLY. We will allocate an hour for this.

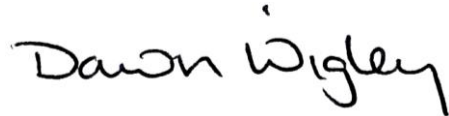
Please see below the dates and times available for your child's class, these meetings will be for one hour. Please fill this in or contact the school office to tell us your preferred times (more than one option is often useful). You can email a copy to

parentreplies@ashlea.notts.sch.uk or print out and send to school should you wish.

If you are unable to attend one of these meetings you can request a telephone consultation with the teacher.

Please note these appointments are the first week after the Christmas holidays.

Yours faithfully



Dawn Wigley
Head Teacher

IEP meetings:

Rowan Class	Wednesday 15 January 2020	(8.30am – 6.00pm)
Pine Class	Wednesday 15 January 2020	(8.30am – 6.00pm)
Beech Class	Thursday 9 January 2020	(8.30am – 6.00pm)
Birch Class	Thursday 9 January 2020	(8.30am – 6.00pm)
Cherry Class	Friday 10 January 2020	(8.30am – 6.00pm)
Willow Class	Wednesday 8 January 2020	(8.30am – 6.00pm)
Hawthorn Class	Thursday 9 January 2020	(8.30am – 6.00pm)
Blackthorn Class	Thursday 16 January 2020	(8.30am – 6.00pm)
Maple Class	Tuesday 14 January 2020	(8.30am – 6.00pm)
Holly Class	Thursday 16 January 2020	(8.30am – 6.00pm)
Elm Class	Wednesday 15 January 2020	(8.30am – 6.00pm)

Name of pupil:

Class:

I / we would like to meet with the class teacher at the following time (please tick):

8.30 – 9.30	9.30 – 10.30	10.30 – 11.30
11.30 – 12.30	1.00 – 2.00	2.00 – 3.00
3.00 – 4.00	4.00 – 5.00	5.00 – 6.00