



WEST LANCASHIRE COMMUNITY HIGH SCHOOL

POLICY ON INDIVIDUAL EDUCATIONAL PLANS

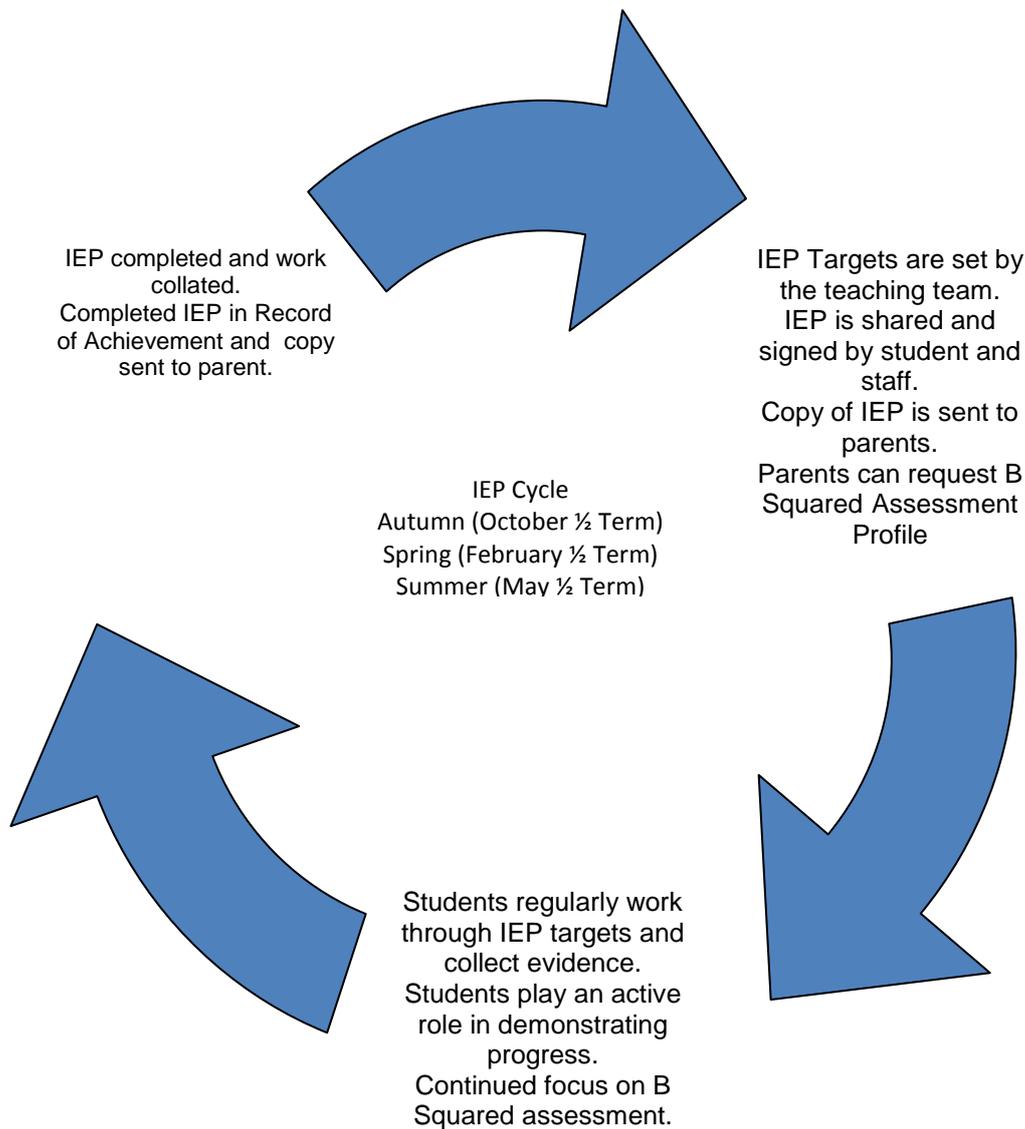
An Individual Education Plan (IEP) is a working document and should be useful, available and comprehensible to the pupil and all those working with the pupil. It should be effective, individualised, child-centred, inclusive, holistic, collaborative and accessible.

- The IEP document sets targets within three different areas. These are English, Maths and Other Curriculum Areas/Personal Targets.
- IEP's will be written for each term in the academic year. (Autumn, Spring and Summer)
- Optional additional B Squared information will be offered to all parents as part of the IEP cycle.
- The targets set are linked to B Squared which is the schools preferred assessment tool.
- Targets are to be SMART (Specific, Measureable, Achievable, Realistic, Timely).
- IEP's will state the support and strategies that will be employed to allow the students to achieve the targets. These will differentiate between departments, classes and students.
- They should be easily understood by and accessible to the students and be an active part of the learning environment.
- There is no set amount of targets as this should be assessed by the teaching team to ensure that the targets are pupil centred and achievable within the time frame.
- IEP's should be displayed within the learning environment.
- IEP's current and historic should be kept within the students' Record of Achievement.
- Evidence should be collated for the set targets. This can take the form of written work, photographic evidence, teacher statements etc. The evidence should be kept with the IEP document.
- Completed IEP's should be stored within the Record of Achievement with the evidence and a copy sent to parents to update progress.



- IEP's should be moderated internally within Departmental meetings and Whole School meetings.
- They will be overviewed by Headteacher who moderates Records of Achievement to ensure the IEP cycle is followed and progress is being monitored.

The IEP Cycle



Revised March 2017
Next review April 2018