**Self Isolation: SEND Procedures**

**Our Remote Learning Policy states:**  *The full timetable given to other children in the class may not be suitable for SEND children, depending on their need. The SENDCO will advise class teachers on the work that can be set for pupils who are on our Special Educational Needs register. Again, the emphasis will be on the key learning of pupil’s Maths and English skills.*

**Our Procedure for children with EHCPs:**

1. This is dependent on when we have been notified as staff, and SENDCO/TA of the positive case and isolation period **start date,** however we propose that within 24 hours of being notified, the SENDCO/TA will meet with the class teacher and TA to plan how the child is going to be supported during their Isolation Period or Lockdown.

2. If tailored worksheets/resources need to be prepared for the child, this should be done within 24 hours. SENDCO/TA are happy to support class staff with the preparation of this if they need support.

3. A phone call will be made to the parent on the **second** day of Isolation to arrange some Dojo contact with the pupil and the allocated TA: these could be check-ins or a little activity can be carried out over Dojo. A task might be set over the phone call and then the following dojo contact could be a follow up. This is to keep contact with school and to provide support for the child and parents/carers. **Depending on the child and their parents’ preferences, these Dojo contacts could be every other day or less frequent.**

4. Another check-in phone call will be carried out by the SENDCO on Day 4 or 5 of the Isolation Period and again on Day 7 or 8. Another phone call may be required dependent on the individual case. Discussions may begin on Day 7 or 8 with regards to the child’s return to school and how they are feeling.

5. **Teaching Staff** should check-in with the parent/carers through DOJO where possible and when necessary.

6. On the final day of Isolation, the SENDCO or teacher will contact the parents/carers to discuss the transition back into school for the child (this might not be necessary for some pupils). The children might need a phased returned or a relaxed return due to being absent from school for a period of time.

**In the event of a wider school closure as a result of a lockdown, pupils with an EHCP will be offered access to our limited provision. Dependent on staffing availability, our risk assessment, parental preference and the child’s SEND, this could be full time or a minimum of 2 days per week in school.**

**When not accessing our limited provision, pupils will be provided with appropriate work to complete at home. This work will be prepared as in point 2 above. Feedback about the work will be given when the child returns it to school either when they access limited provision or via twice weekly home visits by the SENDCO/TA.**

**Our Procedure for children on SEND Register:**

1. This is dependent on when we have been notified as teaching staff and SENDCO/TA of the positive case and isolation period **start date,** however we propose that within 24 hours of being notified, the SENDCO/TA will meet with the teacher to discuss the plan in place to support the child over their Isolation Period.
2. If tailored worksheets/resources need to be prepared for that child and resources that have already been uploaded to Class Dojo, this should be done within 24 hours. SENDCO/TA are happy to support class staff with the preparation of resources if support is needed.
3. A phone call will be made to the parent on the 3rd or 4th day of Isolation to check in. **This will be done by the SENDco/TA.**
4. **Teaching Staff** should check-in with the parent/carers through DOJO where possible and when necessary.
5. Another phone is required on the 8th or 9th day of Isolation **by either the SENDCO/TA or the class teacher to check-in.** Discussions may take place with regards to how the child is feeling about returning etc.

**In the event of a wider school closure as a result of a lockdown, pupils who are on our SEND register at SEND Support will be offered access to our limited provision. Dependent on staffing availability, our risk assessment, parental preference and the child’s SEND, this could be for a minimum of 2 days per week in school.**

**When not accessing our limited provision, pupils if they will struggle to access the work provided for their peers, will be provided with appropriate work to complete at home. This work will be prepared as in point 2 above. Feedback about the work will be given when the child returns it to school either when they access limited provision or via posting it on the portfolio page of class dojo.**