

**Cliffoney National School**

**Special Education Policy**

Introductory Statement:

Cliffoney National School is a mixed mainstream national school in the Diocese of Elphin. At present, we have one full time Special Education Teacher (SET) and one SET in a cluster arrangement assigned to our school under the new Special Education Teacher allocation which replaces the General Allocation Model (GAM), the National Council for Special Education allocation process, and, English as an Additional Language Support scheme (GAM/EAL).

One SET is based full-time in Cliffoney N.S. and the other SET is shared with two with five other schools in the surrounding area. This arrangement is expected to remain unchanged for the school years 2021.2022. Please refer to NCSE relevant documentation filed in principal’s office.

Rationale:

We decided to formulate this policy in response to the current enrolment of children with SEN in the school. We were also conscious of current legislative developments in the area of SEN and the need to bring our policy into line with these. These include the ‘The Education of Persons with Special Needs Act 2004’ and the recent 2020 ‘New Allocation Model for Special Needs Assistants’ .

Relationship to Characteristic Spirit of the School:

It is our wish to provide a learning environment, which is most conducive to the academic, social, physical, psychological and moral development of the children under our care. To this end, three general aims permeate our educational processes:

1. To enable the children to live full lives as children.
2. To equip them to avail themselves of further education.
3. To prepare them to live full and useful lives as adults.

In the light of these aims our Special Education Policy emphasises the need to facilitate the full development of children with diverse talents and abilities. Our philosophy incorporates the tenet that the challenge in teaching is not so much to provide for the needs of children, who have the capacity to learn without our intervention. The challenge in teaching is to bring learning to those who cannot succeed without us.

Caring, sharing, and giving. We hope that all who pass through our gates will bring that spirit with them, that they will continue to identify with their school and keep intact that marvellous spirit of belonging. The central aim is the formation of the human person with respect to his/ her spiritually, emotionally, physically, intellectually, aesthetically and socially.

Aims:

* To give clear outline to procedure and practice to be followed in relation to pupils with SEN.
* To ensure a whole school approach to teaching/learning in relation to pupils with SEN.
* To guarantee inclusion of pupils with SEN with their peers in a mainstream school setting.
* To enable the children to participate in the full curriculum at their class level.
* To develop positive self-esteem and positive attitude to school and learning.
* To integrate newcomer children to classes and provide support for their language needs.
* To establish communication structures for all significant adults involved (parents and multidisciplinary team).
* To develop positive self-esteem and attitudes towards school and learning in these pupils.
* To enable these pupils to become independent learners.
* To provide supplementary teaching and additional support and resources for these pupils in literacy and/or maths.
* To involve parents and secure their approval as partners throughout the process.
* To promote collaboration among teachers in the implementation of whole school policies on SEN.
* To establish early intervention programmes designed to enhance learning and to prevent/reduce learning difficulties.

Content of the Policy:

**Enrolment of children with identified special educational needs**

* The following factors will be considered by the Board of Management (BOM) in coming to a decision regarding enrolment of a with a special need:

1. EPSEN Act 2004, Section 2 *“A child with special educational needs* ***shall*** *be educated in an* ***inclusive*** *environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with –*
2. *The best interests of the child as determined in accordance with any assessment carried out under this Act, or,*
3. *The effective provision of education for children with whom the child is to be educated”*
4. Education Act 1998: 15.-(2) d*. A board shall…. publish… the policy of the school concerning admission to and participation in the school, including the policy of the school relating to…. the participation by students with disabilities or who have other special educational needs, and ensure that as regards that policy, principles of equality and the right of parents to send their children to a school of the parents' choice are respected ….*

* Prior to the child’s enrolment, the school will acquaint themselves with a child’s special needs and whether these are categorised as continuum of support by*:*
* Meeting between parents/principal/class teacher/special needs staff and SENO, as appropriate
* Obtaining copies/details of reports, assessments etc. from SENO, parents etc.
* Contact the Special Educational Needs Organiser, NEPS Psychologist or other psychologist/speech therapist/ occupational therapist, referral from other Agency.
* The SEN Team will decide in consultation with the Principal whether the pupil should receive support at the level of Stage 1, Stage 2 or Stage 3 of the Staged Approach. (Circular 02/05)
* To ensure a smooth transition to school for both the pupil and the school, the following procedure will be utilised:
* Parental visits to school
* Pupil visits to school
* Making all school employees and pupils aware of the need for inclusion (EPSEN Act) - Liaison with SENO to arrange for additional personnel, resources, training etc.
* If there are health and safety issues arising from the child’s mobility and care needs, these will be identified and strategies developed to address them. *e.g. access, toilets, supervision, administration of medicine, intimate care, course for SNA e.g. lifting techniques*

**Procedure for early identification/screening/referral of pupils with SEN within the school.**

* Class Teacher – informal and formal assessment e.g. checklists
* Class tests
* Informal feedback from pupils
* Co-ordinated input from parents
* A new assessment for Senior Infants will be piloted for the 2021.2022 school year. This will be the Drumcondra Reading Test for Senior Infants. Assessments will take place for this in April/May.
* For other pupils, preliminary screening through the administration of Drumcondra reading and maths in May (1st - 6th classes)
* Pupils in 1st and 4th classes are tested on the Non-Reading Intelligence Tests (NRIT) to acquire an IQ score, which can be compared to Standard scores on screening tests. This will indicate if a child’s performance is in keeping with his/her ability.
* A School Needs Analysis is undertaken by the Principal at the beginning of each school year. From this, caseloads are organised and assigned to SEN Teachers.
* Priority will be given to pupils as follows:

1. Children at or below the 12th percentile literacy
2. Children with an Average Age-Based Standard Score in Literacy which is 15 points or more below their IQ (NRIT). The NRIT takes place in every October.
3. Early intervention as flagged by Drumcondra Reading Test.
4. Children with a Specific Mathematical Disability (Dyscalculia).
5. Children from 2nd Class up who are at or below the 12th percentile numeracy.
6. Children at or below the 20th percentile literacy.
7. Children will social and emotional needs.

* Others that are in need of support (as much as timetable allows) are given support.
* The Special Education Teacher (SET) administers appropriate diagnostic tests, the results of which will determine the type of intervention required.
* Diagnostic tests will be selected from the following:
* Quest
* Neale Analysis
* Schonell Word Reading Test
* Aston Index
* Jackson Test
* Dyslexia Screening Test – Junior (Pearson) Rain Sentence Reading Tests
* Speaking Listening Reading Writing testing for newcomer children. P.S.A.K. materials.
* Running Records
* SWST
* Drumcondra Spelling Test
* Maths tracker
* Y.A.R.K.
* W.I.A.T.
* TOE by TOE

Cliffoney N.S. borrows and shares diagnostic test kits with other local small schools.

**Intervention Programmes**

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| * Support teaching – provided by class teacher, SEN Teacher, resource teachers, visiting teacher as appropriate. Types of support teaching – one to one, small group teaching, classroom intervention such as Team Teaming and station teaching. |
| * The class teacher will differentiate the curriculum in a meaningful manner matching learning to need and consulting with the SEN Team for advice. |
| * Account will also be taken of class teachers recommendations. |
| * Results will be discussed with class teacher on class needs to receive supplementary teaching. |
| * Supplementary teaching can be carried out on a withdrawal basis or team teaching/ in class /withdrawal model or a combination of these supports where appropriate. |
| * Children who present with significant delays in reading, spelling and maths will undergo the Three-Staged Process as described below. This will be done in consultation with the class teacher, special needs teacher, parents and Principal. |
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**Children with emerging special educational needs: The Staged Approach**

**Stage 1:** Procedures for the early identification, screening and addressing of SEN of certain children.

A Class Teacher may identify concernsregarding the academic, physical, social, behavioural or emotional development of a child throughteacher observation, parental observations, and use of simple teacher designed checklists, Infant profiling or screening measures such as the Drumcondra Reading Test.

* Concerns are documented by the class teacher
* Drumcondra Reading and Maths Tests.
* General information regarding the school’s concerns is sought from and communicated to parents at this stage.
* The SEN Team support class teachers at Stage 1 by advising them on in-class strategies to be adopted such as curricular differentiation. They may set up general preventative systems in the classrooms such as the PAT Programme in Senior Infants or Literacy Lift Off/Dolch Words/Jolly Phonics.
* If these strategies are found not to be efficacious and concerns remain and/or increase, the child is moved onto Stage 2 of the process. Parents, principal, SEN teacher(s) as well as the class teacher are involved in this decision.
* If the concerns are of sufficient severity the above partners may decide to move the pupil to Stage Three of the process at this point.

**Stage 2:** Referral to Special Education Teacher

* The following factors are considered in determining a child’s need for supplementary teaching:
* Assessment results
* Teacher recommendation
* Parents’ concerns
* Availability of resources
* Written parental consent for additional support and further diagnostic testing by the SEN Team should a need arise is sought on enrolment. Should a need arise, the class teacher will discuss the issues/concerns with the parent(s) prior to any intervention taking place. Parents are made aware that support is delivered in a variety of ways including individual and/or group withdrawal, or individual and/or group in-class support.
* Where parents are found to have sensitivities around their child receiving support, these will be addressed by early contact with parent to explain how additional support can address their child’s learning need. This may be done by letter or by phone or in extreme cases at a meeting with the Principal and/or the Class Teacher and/or a member of the SEN Team*.*
* In the event of a refusal of a parent to consent to support for their child and/or further testing, the child will continue to be supported at Stage 1. The Consent Form is in a Yes or No format and this record of refusal will be kept on the child’s file.
* The diagnostic tests that the SEN teachers use are:
* Quest
* Neale Analysis
* Schonell Word Reading Test
* Aston Index
* Jackson Test
* Dyslexia Screening Test – Junior (Pearson)
* Speaking Listening Reading Writing Testing for newcomer children. P.S.A.K. materials.

They are administered and interpreted by the SEN Team.

* Supplementary teaching is arranged by the SEN Team in consultation with the Class Teachers. A School Needs Analysis is carried out by the Principal at the beginning of each school year. The principal calls a meeting of the Special Needs Team and class teachers during the first week of the school year and the strategy for the year is discussed. Caseloads are organised for each SEN Teacher according to the needs of the pupils receiving support and timetables are drawn up. Cliffoney N.S. employs a mixed model of intervention incorporating elements of both Withdrawal and In-Class Support depending on need. Children with similar needs may be grouped, where appropriate.
* Preparation of a **Support Plan Plus**.
* The SEN Teacher in consultation with the Class Teacher has responsibility for preparation/co-ordination of a child’s **Support Plan plus**. The Principal, SEN Teacher, Classroom teacher, Parents and Pupils are responsible for the implementation of the plan.
* There is close collaboration between all the above parties and discussions around implementation are facilitated as often as deemed necessary. This may be done informally through teacher/parent/pupil contact e.g. at the end of a school day and/or more formally through case conferencing involving all the concerned parties.
* Support Plans may be prepared for groups where appropriate.
* There are three instructional terms for the SEN Team during the school year as follows:
  1. September to Christmas
  2. January to Easter
  3. May / June
* Pupil progress is reviewed at the end of each period by the SEN Teacher in consultation with the Class Teacher on the basis of progress and results of tests.
* Continuing and Discontinuing support is undertaken according to the following procedure:
* As children reach certain targets or levels of ability / independence their needs will be reassessed.
* Spelling ages, reading ages, percentile scores and scores on Mathematical tests will be considered.
* Parents and class teachers will be consulted with regard to continuation or discontinuation of supplementary teaching.
* Supplementary teaching will continue for resource children and traveller children according to Departmental Guidelines.
* Newcomer children in receipt of language classes will receive two years of supplementary teaching and this may be extended depending on the level of need.
* However, individual newcomer pupils will require additional support which will be provided at the discretion of the SEN team.
* If there is still a difficulty, the child, in consultation with parents will be recommended for Psychological Assessment from NEPS or privately. Referral to other services such as speech and language therapist, social worker or other relevant professionals may also be considered. This involves principal and teaching staff in the referral process. Pupils are prioritised for referral at a meeting of the SEN Team and Cliffoney N.S. is normally entitled to 1 NEPS assessment per annum.

**Stage 3:** Consultation or referral for assessment to outside specialist

* When the school feels that an assessment by an outside specialist would be in the best interests of the child, a Referral Form is prepared and the parents are asked to sign this along with a Consent Form. They may also be asked to sign a form consenting to relevant information being passed to and received from other agencies involved with the child.
* The school makes contact with the NEPS Psychologist and dates are arranged for assessment in order of priority. In cases where pupils are not shortlisted for assessment and/or an educational assessment is not appropriate, parents are made aware of the option to seek a private assessment or a medical assessment through the HSE where appropriate as in cases of ASD or ADHD. (Referral to other agencies such as paediatrician, speech and language therapist, audiologist, etc. is also undertaken if deemed appropriate).
* The responsibility for making the referral and liaison with the specialist lies with the Principal, SEN teacher and the Class Teacher.
* All the documentation is collected and submitted to the appropriate agencies while copies are kept in the Assessments File by the SEN teacher who co-ordinates this process.
* Assessments take place usually in a support classroom. The most appropriate setting for the assessment is determined by the psychologist having regard to the comfort of the child, an appropriate environment and parental sensitivities.
* In the event of limited availability of assessments through NEPS (1 per year) decisions regarding priority are reached according to the following criteria including but not limited to:

1. Early Intervention
2. Degree of Need
3. Likelihood of acquiring extra resources for pupils.
4. Children in class who need assessment for transition to secondrary school.

* If parents have had assessments carried out privately, the recommendations contained therein have the same weighting in relation to assessments commissioned by the school. The school will retain the right to satisfy itself as to the qualifications and suitability of outside practitioners and will deploy its resources accordingly.

**Drafting & Implementing of Support Plans:**

* The purpose of a Support Plan is to set down a set of learning goals appropriate to the individual needs of the pupil.
* Support Plans are drawn up by the SEN Teacher in collaboration with class teacher, parents, child, principal, support teachers and other relevant professionals, and are subject to review on a termly basis.
* The following information is included in a support plan:
* Learning strengths: *based on teacher observation, parent observations, SNA observation, etc.*
* Learning needs: *based on psychological report, teacher input, parental input, pupil input, etc.*
* Learning targets: *appropriate to individual need, SMART where possible (Specific, Measurable, Achievable, Realistic and Timed) and constantly evolving to adapt to the pupil’s progress and needs.*
* Support plan Meetings
* The SEN teacher (resource teacher) has responsibility for co-ordination of the Support Plan.
* Parents and all other interested parties participate in the preparation of Support Plans where feasible.
* Participation is facilitated through meetings and/or ascertaining relevant opinions by word-of-mouth or in written form(i.e. Homework Journal)
* The pupil is included in the process by ascertaining his/her interests and likes and attempting to individualise the learning process accordingly in so far as is practicable.
* A copy of the plan is given to parents and available to all other concerned parties working with the child.
* Progress Review
* Ongoing monitoring is carried out by following the same process as listed in Procedures for Identification of Pupils with SEN. Individual records are kept of progress on a monthly basis and kept with the school’s monthly reports.
* Reviews take place at the end of Term.
* The SEN Teacher, Class Teacher is involved in the review in collaboration with the principal, parents and other relevant parties.
* Time-tabling is done by the Principal in collaboration with the SEN Teachers.
* If the education plan identifies resources over and above those normally available in a mainstream school setting, the Principal will bring this to the attention of the SENO and/or the NCSE.
* The Principal is also responsible for ongoing consultations with psychologists, SENO, others.
* The SEN teacher is responsible for co-ordination of education plans from class to class, sharing relevant information between staff, school and parents.

**Inclusion**

It is a fundamental policy within the school to include all pupils in the learning process with regard to their holistic development, academically and socially.

* All children are educated within the mainstream class setting. They take part in all subject areas of the curriculum.
* The school endeavours to ensure that pupils with special educational needs are included as fully as possible in the life of the school and the classroom through such initiatives as its buddy system, SPHE classes, etc.
* There are also strategies in place in the SPHE curriculum to raise awareness in the general pupil population of the needs of persons with disabilities.
* Children diagnosed with SEN will continue to avail of Irish language teaching in class with peers. Homework assignments may be differentiated. Should parents request an exemption from Gaeilge, this must be done in writing and the school considers the application for exemption in accordance with the relevant circular.
* All children are included in all activities within the school and teachers employ appropriate models of differentiation as the need arises. Class teachers are responsible for devising strategies to include pupils with SEN.

**Exceptionally Able Students**

The definition in Cliffoney N.S. of a gifted pupil is “one who demonstrates a significantly higher level of ability than most pupils of the same age in one or more curriculum area or in any of the following:

* Physical talent
* Artistic talent
* Mechanical ingenuity
* Leadership
* High intelligence
* Creativity”

Identification:

A gifted pupil will be identified through teacher assessment and judgement. This assessment is carried out through:

* Discussion of pupils with colleagues
* Discussion with the child
* Consultation with parents /guardians
* On-going assessment using differentiated tasks
* Careful record keeping
* Collation of evidence/pupils work.

School aim:

* Create an ethos where it is ok to be bright.
* Encourage all pupils to become independent learners.
* Enrichment experiences – getting involved in cross curricular projects.
* Local and residential trips.
* Making child/children aware of outside school activities at local/national level.

Class aims:

* Varied and flexible pupil groupings, sometimes allowing able pupils to work together.
* Carrying out unaided tasks which stretch their capabilities.
* Enabling them to make choices about their work.
* Develop their ability to evaluate their work and so become self-critical.
* Abilities will be recognised and valued.
* Differentiated teaching will be used to take account of the needs of the exceptionally able student.

**Deployment of Staff**

* The Principal, in consultation with the Staff, ensures the most effective deployment of staff in meeting the overall SEN requirements of the school.
* SNAs are deployed according to the needs of the SEN pupils and are normally placed with pupils where access has been allocated by the NCSE. They play a vital role in supporting pupils with special needs in the school.

**Collaboration and Communication**

* There are various arrangements in place to facilitate collaboration between those involved in the child’s education.
* Informal contact between Class Teacher and Parent (e.g. at the end of the school day) is allowed within reason.
* A note will be sent to parents annually to inform them of continuation or discontinuation of supplementary teaching / to request the commencement of supplementary teaching.
* To meet with parents of each pupil who has been selected for psychological assessment.
* Meet with parents after assessment.
* Discuss outcomes and learning targets for the term.
* Demonstrate strategies to parents that will enable them to help their child.
* Provide link by homework copy or notebook.
* Parents of children receiving support on the continuum to be met regularly.
* Written communication between teacher and parent is a useful form of contact and a good way of keeping school and home informed and up to date on progress.
* Formal Parent-Teacher Meetings take place each November.
* Parents can make appointments to have more in-depth meetings with principal, teachers etc.
* Occasionally a case conference is arranged at the behest of the school or another agency involved with the child where all the concerned parties come together to review the current provision and plan for future provision. If the school calls such a conference it will host the meeting and all the teachers involved along with the Principal will attend. If the meeting is called elsewhere the school will endeavour to send one or more representatives to attend.

**Resources**

* The following resources are available in the school:
* Reading schemes (including PM assessment, Emergent Literacy)
* Phonics materials (including Jolly Phonics, The PAT Programme)
* Language programmes
* Numeracy programmes
* I.C.T. software
* The Principal is responsible for sourcing and acquiring additional resources from recommendations from SEN teachers.
* Resources and Materials are updated as needs arise and as funding allows.

**Transfer to post-primary**

* To assist a smooth transition for pupils with special needs to post primary education, a representative from each Post Primary School in our area meets with the Principal and 6th Class Teachers to share information regarding SEN pupils.
* Where parental consent has been given, Cliffoney N.S. passes on all relevant information to the Post Primary schools.

**Professional Development**

* Staff, both SEN & Mainstream are encouraged to avail of Professional Development when it is available. Many courses are available on an ongoing basis in the local Education Centre. When the Principal in consultation with the Staff regards a course to be of potential benefit to the school arrangements are made for one or more teachers and/or SNAs to attend. The choice of attendee(s) will be made having regard to role, suitability, availability, equality of opportunity and having the least impact on the running of the school for the day(s) of the course. The attendees on their return will be given an opportunity to share their new found expertise with the rest of the staff e.g. Staff Meeting, Planning Days etc.

**Special Need Assistants**

* There are currently two full-time Special Needs Assistants at Cliffoney N.S. Both SNAs are assigned to specific children with Special Educational Needs and they carry out their duties in accordance with the terms of SNA 15/05.
* The Special Educational Needs Organiser (SENO) is responsible for deciding and reviewing the allocation of SNAs for the school.
* If, at Stage 3 of the Staged Approach, a child is found to have needs that the school feels require the services of an SNA, the school will apply to the SENO including all relevant documented evidence.

**Passing on of relevant information subject to parental permission**

Information relating to students’ ability and progress e.g. test results, psychological reports etc. is passed on to relevant people or bodies subject to parental permission where it is in the interest of the student to do so.

**Record Keeping**

* Files are kept containing relevant information on pupils who have SEN. These are stored in a filing cabinet in the Principal’s office.
* Files are stored for duration of child’s primary and secondary education, and two additional years after (7 years).

Success Criteria:

Our success criteria will be based on the achievement of our objectives. We will use the following indicators as our benchmark for success or otherwise of the policy:

* Inclusion of pupils with special needs into our school
* Progress of pupils with special needs in our school (assessments)
* Parental Feedback

Roles and Responsibilities:

It is the responsibility of all members of staff in the school to identify and provide for all children with special needs.

**Role of the Board of Management**

* The Board of Management has an important role in developing, supporting and monitoring school policy on special needs.
* To ensure adequate classroom accommodation and teaching resources are provided.
* To provide a secure facility for storage of records.

**The Role of the Principal**

* To co-ordinate learning support and special needs services.
* To take responsibility for the development and implementation of school policy on learning support.
* To work with teachers and parents.
* To monitor the implementation of the special needs policy
* To the monitor the selection of pupils focusing on pupils with low educational achievement.
* To oversee the implementation of the whole school assessment and screening programme.
* To make available to teachers information on relevant in-career development.
* To call termly meetings of the SEN Team to discuss all of the above issues.

**The role of the Class Teacher**

* The overall responsibility for the educational needs of the pupil rest with the class teacher.
* To employ learning strategies that help prevent learning difficulties.
* To implement Drumcondra Reading and Drumcondra maths tests for screening.
* To collaborate with learning support teachers in setting targets for I.P.L.P.
* To differentiate the class curriculum to meet the needs of pupils with special needs.
* To collaborate regularly on an ongoing basis with special needs teacher.
* To discuss screening and diagnostic results.
* To maintain suitable records of progress.
* To make parents aware of the concerns of the school about their child’s progress.
* To outline school services available.

**The Role of the Special Education Teachers.**

* To collaborate with the Principal, the class teacher, parents on a regular basis.
* To provide supplementary teaching to pupils in their own class or in a designated learning area.
* To meet with parents when required.
* To deliver intensive early intervention in Senior Infants in relation to literacy: Forward Together, or Numeracy Ready Set Go Maths, Literacy Lift Off.
* To advise principal teacher on issues that arise on a day to day basis.
* To consult with school staff as a group on a regular basis.
* Implementation of programmes for supplementary teaching.
* Analysis of outcomes of screening and diagnostic assessments in the form of an annual school needs analysis.
* Planning learning targets; develop support plans.
* Monitoring and recording progress.
* Make referrals for educational psychological assessments.
* Make referrals for speech and language therapy.

**The Role of the S.E.N. Team.**

* To assess and record child’s needs and progress
* To set specific time related targets for each child and agree these with teacher and principal
* To collaborate with the Principal, the class teacher, parents on a regular basis.
* To provide supplementary teaching to pupils in their own class or in a designated learning area.
* To meet with parents once a year.
* To advise principal teacher on issues that arise on a day to day basis.
* To consult with school staff as a group on a regular basis.
* Implementation of programmes for supplementary teaching.
* Analysis of outcomes of screening and diagnostic assessments in the form of an annual school needs analysis.
* Planning learning targets; develop a Support Plan.
* Monitoring and recording progress.
* Short meetings when necessary with other professionals involved.
* Make referrals for educational psychological assessments.
* Make referrals for speech and language therapy.
* To carry out M.I.S.T. testing on Senior Infants in April/May.
* To carry out N.R.I.T. tests on 1st and 4th classes each school year by S.E.N. team.
* To provide a model of support most appropriate to maximize learning or provide a combination of individual/in-class/group/withdrawal.

**The Role of the Language Teacher**

* To assess and record child’s needs and progress.
* To use P.S.A.K for monitoring progress as laid down by the D.E.S.
* To cater for the language needs of foreign newcomer pupils attending the school.
* To meet with parents once a year.
* Implementation of programmes for supplementary teaching.
* To use Up and Away Programme as recommended by the D.E.S.
* To continue support after 2yrs in line with P.S.A.K. results
* Planning learning targets; Monitoring and recording progress.

**The Role of the S.N.A.**

* Assisting school children to board and alight from school buses if relevant. When necessary travel as escort during school hours on school buses may be required.
* Special assistance as necessary for children with particular difficulties e.g. helping special needs pupils with typing, writing, computers or other use of equipment.
* Assistance with clothing, feeding, toileting and general hygiene and being mindful of health and safety needs of the pupil.
* Assisting on out-of-school visits, walks, examinations and similar activities.
* Assisting the teachers in the supervision of pupils during assembly, recreation and dispersal from the classroom for one reason or another.
* Accompanying individuals or small groups who may have to be withdrawn temporarily from the classroom for one reason or another.
* General assistance to the class teacher to the teachers, under the direction of the Principal, with duties of a non-teaching nature. (Special Needs Assistants may not act as either substitute or temporary teachers. In no circumstances may they be left in sole charge of a class or group of children).
* Participation with school development planning, where appropriate, and co-operation with any such changes with policies and practices arising from the school development process.
* Engagement with parents of special needs pupils both formal and informal structures as required and directed by school management.
* Other duties appropriate to the grade as may be determined by needs of the pupils and the school from time to time. Special Needs Assistants may be reassigned to other work appropriate to the grade when special needs pupils are absent or when particular urgent work demands arise.

Timeframe for Implementation:

This policy has been updated on …………………………………..

Time frame for Review:

This policy will be reviewed every two years.

Responsibility for Review:

* Principal (DLP)
* SEN team
* Class teachers

Ratification and Communication:

This policy was ratified by the BOM on:

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**Signed :** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Chairperson, Board of Management

Cliffoney N.S. does not have adequate resources to disseminate all of its policies to all the concerned members of the wider school community. The policy is communicated to the members of the BOM, distributed to all staff members and is available to the wider school community through the school office and/or the school website – [www.cliffoneyns.com](http://www.cliffoneyns.com)