

## **My Plan Policy**

### **New students on My Plans**

Each year we have an influx of students transitioning to Notre Dame on a My Plan from Y6 to Y7. We always honor the My Plan and run them for the first term. What this means is that you will have a meeting with myself (the SENCO) in the first term to discuss your son or daughter.

Following this first term, the My Plan will go onto a hiatus stage. This means the My Plan will remain with your child, however in our review meetings the paperwork be superseded to our standard SEND support plan.

In our support plan, we will continue to review your son's or daughter's progress, discuss learning needs, update their single page profile and set targets. The only difference is the detailed section about learning needs and family history which is not required by us. These meetings will be a standard twice or three times per year, or more if things are not going to plan.

We will restart the My Plan, if your son or daughter is working towards attaining an Education Health and Care Plan (EHCP) or transitioning from our school. For example, in Y11 if your son or daughter is transitioning to college, we will meet to update the My Plan and invite college along to this meeting, then handover the My Plan.

### **New My Plans**

We will only start a new My Plan for the following reasons:

1. Attaining an EHCP
2. The student is transitioning placements.

### **Conditions for a My Plan**

At Notre Dame, we will only have a My Plan for students assessed on the Sheffield Support Grid (SSGe) as a level 3 or above. A student on a level 3 or above will be classed as a SEND K code.

My Plans can either be on hiatus or action. Parents will receive a letter informing them of the status of the child's My Plan:

- On hiatus – they came to Notre Dame on a My Plan and they are not due to transition school placement or not working towards an EHCP. Or, they were on a My Plan, and their SSGe level has gone down from a level 3 to a level 2.
- Active – your child is currently on an active My Plan.

If you require further information, please email [mowczarek@notredame-high.co.uk](mailto:mowczarek@notredame-high.co.uk)

More information can be found here:

<https://sheffieldparentcarerforum.org.uk/information/education/the-myplan/>

[https://www.sheffielddirectory.org.uk/kb5/sheffield/directory/localoffer.page?localofferchannelnew=10\\_2](https://www.sheffielddirectory.org.uk/kb5/sheffield/directory/localoffer.page?localofferchannelnew=10_2)

<https://www.sheffielddirectory.org.uk/kb5/sheffield/directory/advice.page?id=xY4E0cnkvvg>

*Notes\**

- *The reference to changing placements refers to either a managed move, permanent suspension, normal school transfer or transition to college.*
- *External agencies cannot request a My Plan if it does not meet our policy requirements.*