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| **Getting ready to support pupils with an EHC plan** |
| Name of Pupil |   |
| **Preparation** | **Yes** | **No** | **Information/Action** | **Date** |
| Have I read the description of needs? |   |   |   |   |
| Have I read the agreed outcomes? |   |   |   |   |
| Are there any specific adjustments to be made to language and communication? |   |   |   |   |
| Am I aware of and competent to use any assistive technology (radio-mic etc.)? |   |   |   |   |
| Are there adjustments to be made to the environment? |   |   |   |   |
| What additional or alternative resources are necessary? |   |   |   |   |
| Are there adjustments to be made to the curriculum, content or pace? |   |   |   |   |
| Are there clear next steps towards EHC objectives for pupils this term? |   |   |   |   |
| Have I introduced myself to the pupil? |   |   |   |   |
| Are there additional interventions or programmes I can offer to support this pupil? |   |   |   |   |
| Have I met the relevant support staff? |   |   |   |   |
| Have we agreed an agenda for in-class support? |   |   |   |   |
| How and when do I feedback on progress? |   |   |   |   |
| Do I have a role in review meetings and parental liaison? |   |   |   |   |
| Will I work with external specialists, health, social care etc? |   |   |   |   |