

# SENCO meeting checklist



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Use this form to take notes when you visit each school.

**Name of school**

**Date of visit**

**Whom did I speak to?**

**Name**

**Role/job title**

**Things to look out for ( ✓ )**

**Support**



Will your child have a designated support assistant? Can you be involved in choosing the right candidate? Will they be able to offer support at break and lunch times?

Notes



How does the school implement the Assess—Plan—Do—Review system to support children, as set out in the SEND Code of Practice?

Notes



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- How much support can the SENCO offer? (Are they full time in the role?)

Notes

- What is the school's Behaviour Management policy?

Notes

- Does the school have a designated speech and language therapist and can your child have access to them?

Notes

- Does the school have a designated educational psychologist and can your child have access to them?

Notes

- Does the school take advice from the local Autism Advice service (if available), and can your child have access to it?

Notes

- Will the school support your child's sensory diet (the system of exercises set by an occupational therapist)?

Notes



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- Will the school accommodate any external support your child is already receiving, such as a specialist tutor, for example?

Notes

- Does the school use home/school communication books?

Notes

**Home/school communication**

- How often will you be able to have face-to-face meetings with the SENCO or class teacher to discuss progress and concerns?

Notes

- Do they use support strategies you can use at home and vice versa?

Notes



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- Will the school hold a Team Around the Child (TAC) meeting before the child starts school to discuss strengths, needs and support?

Notes

**Transition**

- Can your child start part time and build up to full days over the first term?

Notes

- Does the school have a family support adviser who can support parents?

Notes



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- Can the child attend several settling in/ transition visits in the summer term?

Notes

- Can the school provide a photo book of the school for the family to share with the child during the summer holidays?

Notes

**Your requirements**

- Ask about changes your child may need to the environment (such as fewer distractions, alternative toileting arrangements or a special diet).

Notes

- Raise any questions or concerns that arose from your open day visit.

Notes