

# Parent Partnership Service

A service for parents and carers of children and young people with special educational needs

## Confidential Advice Line Link (CALL)

Phone: ☎ 01223 699214

10am – 12noon and 2pm – 4pm

Monday to Friday, Term Time only

E-mail: ✉ [pps@cambridgeshire.gov.uk](mailto:pps@cambridgeshire.gov.uk)

## Newsletters, Training and Website

Phone: ☎ 01223 699211

E-mail: ✉ [ppsadmin@cambridgeshire.gov.uk](mailto:ppsadmin@cambridgeshire.gov.uk)

PPS Website 🌐

[www.cambridgeshire.gov.uk/pps](http://www.cambridgeshire.gov.uk/pps)

Parent Partnership Service,  
Cambridgeshire County Council,  
CC1101,  
Castle Court,  
Shire Hall,  
Cambridge,  
CB3 0AP

We provide an answerphone if a member of staff is not available to take your call.

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Please ask us for copies of this leaflet in Braille, on audio cassette or in a different language.

Prosimy pytać u nas o kopie niniejszej ulotki w języku Braille'a, w wersji audio lub w innym języku.

Prašome mūsū teirautis šio informacinio lapelio kopijų Brailio raštu, garsajuostėje ar kita kalba.

Caso necessite, peça-nos cópias deste folheto em Braille, cassete áudio ou numa língua diferente.

এই প্রচারণাটির কপি ব্রেইল, অডিও ক্যাসেট বা অন্য কোন ভাষায় পেতে চাইলে দয়া করে আমাদের নিকট অনুরোধ জানান।

شملت زبان میں درکار ہو تو برائے کرم ہم سے درخواست کریں۔

الفاظ کو چھوڑ کر پڑھنے کی زبان میں، آڈیو کیسٹ پر یا کسی اگر آپ کو اس کتابچے کی نقل بریل یعنی ہانڈیٹ لوگوں کی

请向我们索取本小册的其他版本，包括盲文、录音带或另一种语言的译本。

Mangyaring hingin kami para sa mga kopya ng polyetong ito sa Braille, sa audio cassette o sa ibang wika.



## The Individual Education Plan



Parent Partnership Service

[www.cambridgeshire.gov.uk/pps](http://www.cambridgeshire.gov.uk/pps)

## The Individual Education Plan

### The Individual Education Plan (IEP)

- is written by the school to help them plan the support for your child.
- should help your child improve his/her skills and knowledge at their own pace.

Your child's teacher or the Special Educational Needs Co-ordinator (SENCo) should talk to you about the IEP they are writing for your child.

The IEP will contain learning targets and it is important they are:

- **specific** - the targets need to be very precise;
- **measurable** - you can see if a target has been achieved;
- **agreed by all** - parent, child and school;
- **realistic** - the child can achieve them; and
- **time-related** - the targets can be met in a set time.

### The IEP should also include the following.

- A description of your child's special educational needs.
- Targets to be achieved in a given time.
- The arrangements for support to help your child achieve those targets, e.g. staff involved, how often support is given, specific interventions, activities, materials, equipment.
- Help from home – agreed homework, how often, how long.
- Expected input from pupil.
- Any other support needs (for example, medical or counselling).
- Monitoring and assessment arrangements (how it is checked).
- Review date and arrangements.

- All children on School Action, School Action Plus or with a Statement of Special Educational Needs should have an IEP or similar (please see Provision Mapping)
- Parents should receive a copy

## Reviews

The school should normally arrange to review the IEP and tell parents when reviews will take place. Parents should be asked for their views on their child's progress. If they do not go to the meeting, they must be told, in writing, immediately after the meeting about any decisions that have been made.

Reviews should, ideally, be held every term and focus on:

- the help given by both the school and parents;
- the child's progress;
- how effective the Individual Education Plan is;
- updated information and advice; and
- future action.

## Provision Mapping

Many schools use provision mapping to identify the support a pupil needs. In these cases pupils might have their individual targets recorded in other ways. Details of the targets, support provided and their evaluation should be available to parents.