**SENCO Monthly Plan of Work** Month……*June*……….

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| Child | Action | Date | Outcome/Follow up |
| *Tim Smith* | *Evaluate ABC charts.*  *Observation and feedback to Red Room team.* | *Non contact time 04/06*  *04/06* | *Triggers identified. Targeted Plan in place with Key Person. To be reviewed end of term 6.*  *Completed 04/06* |
| *Sophie Ward* | *Model strategy - now and then board to key person.* | *Non contact time 04/06* | *Completed 04/06. To review with all staff at next staff meeting 14/07* |
| *Akinola Owusi* | *Complete referral to speech and language.*  *Contact physiotherapist, book date for next visit.* | *Non contact time 21/06*  *17/06* | *Completed paperwork sent in post 21/06. Copy in Akinola’s file.*  *Message left on voicemail 17/06. To follow up 21/06.*  *Phoned 21/06. Next visit booked for 19/07.* |
| *Alice Baker* | *Review progress of targeted plan.*  *Book date with parents/key person.* | *17/06*  *17/06* | *Progress reviewed with key person 17/06.*  *Meeting with parents booked for 07/07.* |
| *Toby Hobs* | *Complete checklist and paperwork to present to LIFT.*  *Attend LIFT meeting 14/06.* | *Non contact time 04/06*  *LIFT 14/06* | *Completed paperwork sent 05/06.*  *Attended LIFT 14/06.*  *STLS visit booked 20/07.* |