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For: SLT/ Primary/Secondary SENCOs/ Inclusion co-ordinators E-mail: dgeeson@leics.gov.uk

SEN: Planning effective provision through Provision mapping

(NB: THIS IS A REPEAT OF LAST YEAR'S COURSE)

Date: 19th May 2009

Venue: Beaumanor Hall

Time: 9.00am – 4.00pm

Presenters: Julie Thompson, Helen Webb, Kate Browning – SEN Advisory Teachers

A Provision Map is a management tool that details the range of provision the school makes for children with additional needs, through additional staffing or peer support. It provides an 'at a glance' picture of what is planned or in place, and helps schools to plan strategically for future needs and for the most effective deployment of staff and resources. This course will provide a step by step approach to drawing up a provision map. The course will support you in:

- developing the strategic management of inclusion in your school
- developing middle management skills as a Senco or inclusion coordinator
- understanding what provision maps are and why they are useful
- developing a provision map for your school, based on provision that has been shown to be effective
- beginning to reduce bureaucracy in school.

An opportunity will be provided during the day to begin school developmental work in this area. Course participants will be asked to bring relevant information to enable them to start this process. It will be particularly useful for Senco and line manager to attend the course together.

Colleagues wishing to attend should complete and return the attached reply slip to Diane Geeson School Improvement and Performance Service, Children and Young People's Service, County Hall, Glenfield, Leicester. LE3 8RF by **24th April 2009**.

PLEASE NOTE THIS COURSE IS FREE

REPLY SLIP - Provision Mapping Date: 19th May 2009

Venue: Beaumanor Hall

To be returned to Diane Geeson, School Improvement and Performance Service, Children and Young People's Service, County Hall, Glenfield, Leicester. LE3 8RF by **24th April 2009**.

The following staff wish to attend the above course:

Title:	Forename:	Surname:

School/College: _____

School DfES Number:

Telephone number: _____

Signed: _____

Please give details of any additional requirements (e.g. diet, accessibility)