

### SCHOOL IMPROVEMENT & PERFORMANCE SERVICE

**For:** SENCOs in Primary and Secondary Schools

**Telephone:** (0116) 305 6383  
**Fax:** (0116) 305 6501

#### SENCOs NEW IN POST (2-day course)

**Dates:** 14<sup>th</sup> October 2008 (Day 1)  
2<sup>nd</sup> June 2009 (Day 2)  
**Venue:** Beaumanor Hall  
**Time:** 9.00am – 4.00pm

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

#### Aims:

This course is primarily aimed at Sencos in their first year of the role.

Day 1 covers issues related to the SEN Code of Practice, record keeping, monitoring IEPs, advising staff and the role of other services.

As part of the support package for new Sencos, there will also be a follow up visit by a SEN advisory teacher or lead SENCO to offer advice on specific SEN issues related to the particular school. Further practical support may also be available from our team of lead Sencos.

Day 2 will be held later in the year and will provide an opportunity to share good practice and consider action planning to address issues raised as priorities during the year.

*Colleagues wishing to attend should complete and return the attached reply slip to Diane Geeson, Room G30 – School Improvement & Performance Service, Children and Young People's Service, Leicestershire County Council, County Hall, Glenfield, Leicester LE3 8RF by 16<sup>th</sup> September 2008*

#### PLEASE NOTE : THIS COURSE IS FREE

**REPLY SLIP -** SENCOs New in Post      **Dates:** 14<sup>th</sup> October 2008 - (Day 1)  
**Venue:** Beaumanor Hall      2<sup>nd</sup> June 2009 - (Day 2)

*To be returned to Diane Geeson, Room G30 – School Improvement & Performance Service, Children and Young People's Service, Leicestershire County Council, County Hall, Glenfield, Leicester LE3 8RF by 16<sup>th</sup> September 2008*

The following teacher(s) wish(es) to attend the above course:

PLEASE PRINT

Title:	Forename:	Surname:

School/College: .....

School DfES Number:  Telephone number: .....

Signed: .....

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