



What is an Individual Education Plan (IEP)?

An Individual Education Plan (IEP) is a written plan with short term targets designed to meet your child's learning or behavioural needs and is a working document for all teaching staff. It is important that the IEP should build on the curriculum your child is following alongside other pupils.

The Special Needs Co-ordinator (SENCO) and other teachers should talk to you about the IEP they are developing for your child.

The programme will set learning targets and it is important that they are:

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

The IEP should include information about:

- the nature of your child's learning difficulties
- what help is to be given; by whom and how often
- specific programmes/activities/materials/ equipment
- teaching methods
- What help/support you can give your child at home
- How and when your child's progress will be checked
- pastoral care or medical requirements
- review arrangements and date

The IEP should be reviewed at least twice a year, ideally termly. Wherever possible your child should be involved in the review process and setting targets. If your child is not involved, their wishes, wherever possible, should be considered in the process.

The SENCO should:

- set a review date,
- agree with the child's teachers the arrangements for monitoring any progress until the review
- inform the child's parents about any special arrangements that will apply and for how long

The review of the IEP will be conducted, in consultation with the child's class teacher or form/year tutor, and you, the parents. The review should focus on:

- progress made by the child
- effectiveness of the IEP
- contribution made by the parents at home
- updated information and advice received
- future action

If you are in doubt about anything **ASK** your child's class teacher, the SENCO or call the Parent Partnership Service.

**If you need further information, please contact Parent Partnerships at 11 Orchard Street, Newport
Isle of Wight, PO30 1JZ.**

Tel/Fax: 01983 825548. E-mail: parentpartnership@iow.gov.uk