

The Red Door School

Monkstown Grove, Monkstown Avenue, Monkstown, Co. Dublin



As part of your child's educational program in The Red Door School they will have an Individual Education Plan. This document is an overview of your child's current level of educational performance and takes into account the level of their special educational needs and any provisions required to enable your child to achieve their full potential in our school. This document specifies the learning goals that are to be achieved by the student over a set period of time and the teaching strategies, resources and supports necessary to achieve those goals.

Your child's IEP will be a document which spans a year from January - December. The process of drafting this document is outlined as follows.

Step 1: Assessment: Your child's IEP coordinator which will be the Class Teacher will compile information on your child's current level of performance. This information will be taken from your child's educational profile from enrolment, any transition documents received if your child transferred from another school, their previous IEP and any psychological assessments or clinical assessments which are currently available for your child. The teacher will also conduct his/her own assessment of your child's present level of performance which will include standardised assessments, teacher designed tasks and assessments and a review of any data or your child's day to day performance in school.

Your child's teacher will also complete a pupil profile for your child including the child's main strengths, needs, interests and hobbies and strategies that currently work well for them in school.

Step 2: Formal IEP Planning Meeting: You will be invited to a formal IEP Planning meeting with the class teacher usually in December. This meeting will generally be between the Class Teacher and Parents/Guardians. However other members of your child's multi-disciplinary team (such as an tutor who has worked closely with the child, the Behaviour Analyst or another clinical staff which has had input on planning for your child) may be invited to attend for all or part of this meeting in some circumstances. The meeting will be broken into several stages.

1. A breakdown of the current information gathered for your child including results of any assessments which have been carried out. The teacher will then go through your child's pupil profile and you will be invited to add any additional details to this if you wish.
2. Discussion between those present at the meeting to agree a minimum of 3 priority learning needs which the child has which will be the focus of your child's learning over the following year.
3. Agreement of how these learning goals can be broken down into short manageable targets.
4. Confirmation and clarification of what has been spoken about in the meeting. The teacher will then advise that she will draft an IEP based on these targets which will be worked on intensely for the following 3 months.

Step 3: Draft IEP: Following your formal meeting the IEP coordinator will draft IEP goals and targets which your child will work on for the initial 3 months of the IEP. This document will

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be sent home for you to review and sign and will come into effect as of 1st January. The IEP itself must stay in school once signed by all parties involved in its process, however a copy of the goals can be copied and sent home.

Step 4 & 6: Assessment: At the end of the 3 months the teacher will review your child's progress. Goals which have been mastered will be moved on or replaced, goals which have not been met may be changed or re-evaluated and new needs may be identified.

Step 5 & 7: Informal IEP Review: The first review will generally be held in April, the second review in October. The Teacher will send home a copy of your child's progress report and new goals to be sent home for review. As before, goals for the following 3 months will be set and you will be invited to sign these and send these back to school where they will be held on file. Any questions arising from the progress report or draft goals can be brought to the attention of the teacher at this time and if further discussion is required a local arrangement between class teacher and parent/guardian will be made to follow up on such queries, usually via phonecall or e-mail.

Please be aware that your child's IEP is a working document, this document is constantly being reviewed, changed and updated throughout the year.

Opportunities for Communication and updates relating to the child's progress across the school year will be as follows:

- Day to day updates on your child's day at school is facilitated through the communication diary. General queries can also be answered via the communication diary.
- 1 Formal IEP planning meeting will be scheduled in December
- 2 informal IEP updates will be sent home in the months of April and October
- A school report is sent home at the end of June each year.
- Any additional queries concerns can be addressed directly via the class teacher by sending an e-mail.