

Protocol for Sevenoaks STLS visits from September 2020

Due to the current COVID situation we need to minimise contact between Specialist Teachers and school staff/pupils in order to reduce the risk of spread between schools. As a result of this, the Specialist Teachers will no longer be able to spend a whole morning or afternoon session in a school as part of a pupil visit. Specialist Teachers can only visit one school / bubble within the school per day.

In the light of this, we have reviewed our case-lists and will need to arrange visits according to priority of need. The following protocol will be used, although this may be amended further depending on how the situation develops over time. We appreciate that this will require liaison and preparation between STLS and schools before the visit to make it worthwhile and hope it will not be too onerous to school staff. Please feel free to contact any of us to discuss any issues you may have.

Reason for visit

The Specialist Teacher will only come in to observe pupils where there is a pressing need, and this would be discussed with school prior to agreeing a date and time. Factors that would be likely to lead to an observation would be:

- new to case-list
- at risk of exclusion or other urgent circumstances
- up-to-date observation needed as part of statutory assessments i.e. EHCP request

The visit

1. The Specialist Teacher will arrive at school to observe a lesson and will go straight to the classroom rather than meeting with the SENCO first. This lesson will be agreed in advance with the SENCO and class teacher.
2. The Specialist Teacher will liaise with school regarding the wearing of a face-covering while observing in the classroom and will wear a face-covering if requested by the school
3. When the lesson observation has finished the Specialist Teacher will leave the school and not meet face to face with school staff.
4. A meeting with school staff will be arranged for later than day or the following day at a convenient time, via Teams/Zoom, where observations, the personalised plan and next steps will be discussed.
5. The Specialist Teacher may also arrange to meet with parents over Teams/Zoom to discuss the visit and any issues the parents would like to raise. School staff, typically the SENCO, will be invited to this meeting.

Assessment

1. As face to face assessments will not be possible, schools may be asked to carry out certain assessments before the visit. The Specialist Teacher will specify which assessments will be needed.
2. The school will need to send any relevant assessment results electronically to the Specialist Teacher before the visit.
3. For SENCOs or teachers carrying out unfamiliar assessments a Teams/Zoom session will be arranged to provide support.
4. These assessments will be made available to the school via the shared resources.
5. The Specialist Teacher will then send their report to the SENCO as usual.

Reviews

All case reviews will take place online as they typically involve looking at progress data and reviewing targets and do not typically require a visit. The Specialist Teacher will arrange a review date with the school.