

ISEND Services will commit to key staff (see ISEND School Links in **Resources**) attending one joint planning meeting per academic year.

ISEND staff will work with the school to identify the date for the meeting.

ISEND staff will help the school to identify whole school priorities. This may include whole school training, systemic work and support with organisational change if identified.

A member of the school's Senior Management will be in attendance, especially if the SENCO is not a member of SLT.

Part of the meeting will be used for problem solving either stuck cases or cases that might require a response from two or more services.

ISEND staff will identify pieces of work which may be carried out by their service through a traded offer.

Parent/carer permission will need to be gained by the school to talk about any individual pupils. The team will offer a problem-solving format and offer additional strategies and ways forward.

A chair for the meeting will be identified and will complete the Team Around the School (TAS) form and send copies to attendees of the meeting.

There will be clear actions by each service identified from the meeting.

ISEND staff will follow up with schools on identified pieces of work.

Schools should still use the Front Door for referral route for appropriate services.