This HelpCard is to support a SENCO in their role using our software

The first place to visit is the SENCO Menu – here you will find a wide range of automatic tools to help you focus on the needs and interventions of the children in your school.

SPTO throughout this document is an abbreviation for School PUPIL TRACKER Online

The SEN section within School PUPIL TRACKER has been fully updated to include the SEN Code of Practice 2014.

This includes the addition of the new categories for SEN:

- SEN Support and
- Education Health and Care Plan

Contents of this Help Card

Section 1: The SENCO Menu
Section 2: The SEN Notebook
Section 3: Setting up Interventions
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Section 5: Uploading a Support Plan or other files
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Section 7: Annual calendar of tasks

For support in writing SEN or EHC Support Plans, please read this Help Card:
www.spto.co.uk/documents/WritingASupportPlan.pdf
Section 1: The SENCO Menu

The SENCO MENU is where you can explore the needs of the children across your school, as well as see what impact your school's interventions has had on standards. This page gives you access to a range of tools and is meant to be used by the SENCO and your school's leadership.

Click on SEND Menu at the top of the screen to access the SENCO MENU.

If you cannot see this link in the upper left area of every screen, you have not been set up as a SENCO USER – please speak to whoever administers School PUPIL TRACKER in your school.

SENCO Notebook

Please see Section 2 of this Handbook for further guidance on the SEN Notebook.

The SENCO Notebook pod (shown on the right) will take you to various searches for your SEN Notebook.

School PUPIL TRACKER Online will automatically update all your SEN codes (not Gifted codes) whenever the data from your school's information system (such as SIMS or INTEGRIS) is uploaded.
INTERVENTION map and tracking

Please see Section 3 of this Handbook for further guidance on interventions.

The INTERVENTION map and tracking pod lets you manage and explore your interventions and see what impact and value added they have had.

The Provision Mapping button lets you build a provision map of your interventions to detail the support that is in place for all children across school.

The Interventions - Progress button shows you how each intervention has impacted within your school compared to all children across your search.

Concerns raised by users

Please see Section 6 of this Handbook for further guidance on interventions.

The Concerns raised by users pod shows a list of concerns raised about pupils.

This is a list of current concerns or notes about children raised by the teachers themselves in your school. Each comment is also copied into each child's SEN and PUPIL DIARY so that it remains in their records. Once you have read and dealt with a concern, you can remove it individually (although the copy of the concern will still remain in each child's diary). You can see each child's SEN and PUPIL DIARY in the SEN NOTEBOOK (see below).
Other tools to support you as SENCO

There are a range of other tools to support you in your role of supporting staff in supporting pupils with needs.

These include summaries of SEN data and pupil percentages, searches for children who are falling behind and graphs and grids to show progress, attainment and value added.

We would recommend exploring the tools that are provided in the SENCO Menu.
Section 2: The SEN Notebook

The SEN Notebook is an important central area that keeps everything together in one place and lets you access information quickly and efficiently.

To access the SEN Notebook, please go to the SENCO Menu and click on a link in the SENCO Notebook pod (shown on the right).

Please note that you can view any children on the SEN Notebook - it is not restricted to SEN children, you can see any child.

This is the SEN NOTEBOOK page. Here you can view, enter, amend and sort through your pupil's INTERVENTIONS or support strategies and edit their current SEN and PUPIL DIARIES.

1. There is a lot of summary information in the SENCO NOTEBOOK to support you in exploring children and maintaining their records quickly and easily. Each child’s current SEN Stage is set out in the SEN column, alongside their SEN Type (such as SPLD) as recorded in your school’s Management Information System. These details are updated automatically from your school’s Management Information System – please remember to keep your records in your school’s Management Information System up-to-date.

2. You can record which children you are currently concerned about, but who are not yet to be placed on the SEN Support or EHCP categories. Please see below [Section 2.2] how to maintain your SEN Concern List.
3. You may record which children are Gifted or Talented. Please see below [Section 2.1] how to maintain your Gifted and Talented records.

4. English is Additional Language [EAL] is **updated automatically from your school’s Management Information System** – please remember to keep your records in your school’s Management Information System up-to-date.

5. Use the PUPIL’S DIARY to record significant events in a child's life.

   Each child has a diary for each year group they are at your school.

   All teachers can access each child’s Pupil Diary in each child’s Pupil Record Card in the DIARY tab. They too can amend and add to this diary.

6. Clicking on SEE ALL PUPILS’ DIARIES FOR ALL YEARS will open up a grid showing the children’s diaries for many year groups so they can be read through at a glance without the need to search through many individual pages.

7. You may upload copies of letters or documents and notes and attach them to a child’s records by clicking on the orange arrow next to the DIARY box. This will keep a record attached to the child. Once a child has a document uploaded for them, a icon will appear next to their name the next time you come to the SEN Notebook.

8. You may use the SENCO Notebook to record whether children are currently supported by particular plans or strategies, such as a CAF or PSP. Simply tick the box to record a child as having a specific support plan.

   **Click on the orange arrow to see each child's uploading tools so you can upload their CAF, for example.**
9. If you write your own Support Plans for a child (for example, using Microsoft Word, or have historic IEPs), you may upload your school's Support Plans too by using the Support Plan box (shown right).

   **Click on the orange arrow lets you see each child's Support Plan uploading tools.**


   This gives you access to each Support Plan using these icons:

   **For full details of how to create Support Plans in School PUPIL TRACKER Online, please see the HelpCard at**

   www.spto.co.uk/documents/WritingASupportPlan.pdf
2.1 Maintaining your record of Gifted children in School PUPIL TRACKER Online

IMPORTANT: Use the SEN NOTEBOOK page to record which children are GIFTED / TALENTED – this information is not brought in from your school’s Management Information System (such as SIMS) and so must be maintained manually.

Go to the SENCO Menu by clicking on **SEND Menu**

Now click on **Show ALL children on Notebook**

This will open the SEN NOTEBOOK showing all children. Choose the children who should be recorded as Gifted and tick the relevant Gifted box. Talents can be recorded in the text box.

Look through the pages of children by choosing from **Page 1 of 8 ▼**

2.2 Maintaining your SEN Concern List

What is the SEN Concern List?
The SEN Concern List is designed so you can add a child to this list when you feel a child needs to be monitored as they might well have to be assessed or reviewed in the future for **SEN Support**.

The SEN Concern List lets you have a ‘watching brief’ on a group of children without the full step of putting them on the **SEN Support** or **EHCP** stage.

How do I add children to the SEN Concern List?
You may add or amend children on the SEN Concern List by going to the SENCO Menu

Go to the SENCO Menu by clicking on **SEND Menu**

Now click on **Show ALL children on Notebook**

This will open the SEN NOTEBOOK showing all children. Choose the children who should be recorded as SEN Concern and tick or untick their boxes.

Look through the pages of children by choosing from **Page 1 of 8 ▼**

You may use the INVESTIGATE tool, progress and attainment graphs and links in the SEN Notebook pod so you can find and track this group easily.
### Section 3: Setting up INTERVENTIONS

Please see Section 4 for details of how to use these Intervention settings and how to fill in and use the Intervention Provision Map.

Go to the SENCO Menu by clicking on [SEND Menu](#). Click on the INTERVENTION SET UP link in the INTERVENTION pod.

This will open a set of instructions, and below the instructions, a blank list of 40 boxes (shown below).

You may track and map out up to 40 interventions very easily by filling in the boxes on the grid.

<table>
<thead>
<tr>
<th>What to do...</th>
<th>What it does...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intervention Title</strong></td>
<td>Enter the title of the intervention here. <em>This title will appear as column headings in the INTERVENTION Grid and also headings on SPT Support Plans. You may need to click on the blue E to edit the title.</em></td>
</tr>
<tr>
<td><strong>Focus</strong></td>
<td>Choose the focus of your Intervention (optional). <em>Places a comment on the SPT Support Plan that lets parents know what the intervention is focused on.</em></td>
</tr>
<tr>
<td><strong>Share with parents?</strong></td>
<td>Do you wish this Intervention to be shared with parents? <em>SHARE = Add any comments to the SPT Support Plan, Online Report or other reporting to parents you are using in SPTO.</em></td>
</tr>
<tr>
<td><strong>Text</strong></td>
<td>Title subheading (optional). <em>This text (which can be of any length) can be used to fully explain an INTERVENTION – this comment is added on an SPT Support Plan so parents can read a detailed description of the intervention support strategy.</em></td>
</tr>
<tr>
<td><strong>Total Cost (£)</strong></td>
<td>Adding the TOTAL OVERALL COST here. <em>Adding a TOTAL OVERALL COST of the Intervention here means you will be able to see real value for money calculations later.</em></td>
</tr>
</tbody>
</table>

Add your Interventions by adding a title in the Intervention Title column and click SAVE.

Delete the Intervention
Section 4: Using the Intervention Provision Map

Provision Mapping using the INTERVENTION Grid.

You may use the INTERVENTION grid to create a detailed overview of how you are supporting children across the whole of your school. Many schools call such an overview a ‘Provision Map’.

1. Above is the INTERVENTIONS grid – click [image] to access it.

Here you can view, enter, amend and sort through your pupil’s INTERVENTIONS or support strategies. Everything you put together on the INTERVENTION grid goes onto a child’s SPT Support Plan – so not only are you creating a Provision Map for every child, you are also writing individual Support Plans too!

2. Any child can be viewed on the INTERVENTION page – not just children on the SEN Register. Simply choose a class or year group from [Quick search...] to see the pupils you require.

3. The headings for this grid are bespoke to your school - the Administrator or SENCO has added (and can amend) these headings. When you first log in, there may be no columns (except Child’s Needs, SPT Support Plan Note and SPT Support Plan Review) – this means your interventions have not been set up.

4. For further details, please see the INTERVENTION Help Card at www.spto.co.uk/documents/interventions.pdf
Section 5: Uploading a Support Plan or other files

Help with uploading a Support Plan, an IEP or other files (such as CAF)

If your school uses software to write a Support Plan or you write a Support Plan in (for example) Microsoft Word, then you can upload Support Plans to attach to a child. Uploading Support Plans term-by-term builds up a valuable bank of information that is automatically passed to the next teacher. To upload a Support Plan, follow these steps:

1. Go to the SEN Notebook or INTERVENTION grid.

2. If the child is currently supported by a Support Plan, tick the box in the Support Plan column.

3. To upload the Support Plan, click on the orange upload arrow.

4. The STORED Support Plan box will appear (shown on the right). Any already stored Support Plans (including the date they were uploaded) will be shown.

5. You may download or delete stored Support Plans from here.

6. Clicking UPLOAD File shows you the Uploading pod.

7. You may click Choose file or Browse to look for your Support Plan file and then click UPLOAD.

8. Plans can be in word, pdf or scanned image format.
Section 6: Concerns raised by users

Concerns raised by users – in the SENCO MENU

1. Concerns raised by other staff at your school appear in the pod ‘Concerns raised by users’. They remain here until you click CLEAR THIS CONCERN.

2. You may add your own REMINDERS (or to-do-list) at the bottom of this list by using the ‘Add a reminder’ link below the Concern list.

3. Teachers can RAISE a CONCERN by clicking a \( \text{C} \) in many places across School PUPIL TRACKER (these buttons often appear next to children’s names).

4. A teacher must then fill in the RAISE a CONCERN box and click submit. The date is added automatically.

5. The concern will appear in the SENCO Menu.

6. You may click ‘CLEAR THIS CONCERN’ once you have dealt with this concern.

7. You may click ‘ADD CHILD TO SEN CONCERN LIST’ if you wish to add this child to the SEN Concern List.
### Section 7: Annual calendar of tasks

This is a calendar summary of the tasks to complete in School PUPIL TRACKER Online.

#### Autumn (or when you first set up the software)

<table>
<thead>
<tr>
<th>Task</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up INTERVENTIONS</td>
<td>Review and set up INTERVENTIONS to suit your school and this academic year. Go to the SEND MENU and click on <a href="#">Intervention set up</a>.</td>
</tr>
<tr>
<td>Before autumn CENSUS</td>
<td>Update Gifted and Talented Register and the list of children with SEN on your Management Information System (such as SIMS or INTEGRIS). Complete with the Administrator in your school. When your school’s administrator next runs a CTF to update School PUPIL TRACKER, the data you have updated above will be automatically updated in School PUPIL TRACKER – you do not need to enter it twice.</td>
</tr>
<tr>
<td>After autumn CENSUS or whenever ALL pupils have joined your school</td>
<td>Update Gifted and Talented Register. See Section 2.1 to update your Gifted and Talented list.</td>
</tr>
<tr>
<td>At the end of the term</td>
<td>Check through Support Plans, progress and other indicators using the tools in the SENCO MENU.</td>
</tr>
</tbody>
</table>

#### Spring

<table>
<thead>
<tr>
<th>Task</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Spring CENSUS</td>
<td>Update the list of children with SEN on your Management Information System (such as SIMS or INTEGRIS). Complete with the Administrator in your school.</td>
</tr>
<tr>
<td>At the end of the term</td>
<td>Check through Support Plans, progress and other indicators using the tools in the SENCO MENU.</td>
</tr>
</tbody>
</table>

#### Summer

<table>
<thead>
<tr>
<th>Task</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Summer CENSUS</td>
<td>Update the list of children with SEN on your Management Information System (such as SIMS or INTEGRIS). Complete with the Administrator in your school.</td>
</tr>
<tr>
<td>At the end of the term</td>
<td>Check through Support Plans, progress and other indicators using the tools in the SENCO MENU.</td>
</tr>
</tbody>
</table>