

## ACTION PLANNING

- Complete school evidence sections for each of the standards.
- Identify potential areas for development and/ or gaps in evidence.
- Develop an Action Plan to address the areas of need.
- DOS can work with the school at this action planning stage.
- Any needs identified by the school can be supported and resourced by DOS, where possible, as part of the consultation process.
- Implement the Action Plan.

There is a sample copy of an Action Plan in this folder and a blank Action Plan for completion. An electronic copy of the Action Plan is also available on the DOS website.

### SAMPLE ACTION PLAN

	Standard to be addressed	Action Required	By whom?	By when?	Expected Outcome	Date achieved
1.3	Information from the school's SEN Information Report and Policy is disseminated to staff so that all members of staff, including new staff and teacher trainees, are made aware of best practice in relation to supporting dyslexic pupils.	SEN Information Report and Policy to be issued to staff at the staff INSET day on 5 September 2017. Key points from the document to be highlighted to staff. Staff to sign to show that they have received document.	SENCO	5/9/17	Staff will be in possession of the document, know where an electronic copy can be found and will have considered key points within the document.	6/9/17
2.1	All school staff take part in dyslexia identification and awareness training.	Organise, through DOS, staff training for autumn term for all staff.	SENCO	30/10/17	Staff will be able to identify pupils 'at risk' of dyslexia and know how to refer to SENCO.  Staff will introduce at least 2 new strategies for their classroom practice to support their dyslexic pupils.	15/11/2017