

How to Use the SEND Benchmark & Planning Tool

Getting started



Familiarise yourself with each outcome in the Hertfordshire SEND Quality Offer and the incremental statements in the Benchmark & Planning Tool.

Decide who you are going to work with. As a minimum the SENCO, a member of the Senior Leadership Team (SLT) and a governor should complete the exercise. Other people to consider including in the discussion are suggested on page 2 of the Benchmark & Planning Tool.

Consider how best to include children and young people with SEND and their families in the process. Plan some time to work together to complete the framework.

Collecting information



Before you begin the process, gather up a range of documents and useful information that can help you come to a decision about the best-fit judgement for each statement. This should include: relevant school policies, Accessibility Plan, SEN Information Report, achievement data, most recent Ofsted inspection report and SEND development plan.

Feedback from other professionals, children and young people with SEND and their families will help you compare their experience of your provision with the school's own self-evaluation against the statements, and so strengthen your review process.

Evaluating Provision



Make a step-by-step evaluation of your existing provision for children and young people with SEND against each of the incremental statements.

Use the four key questions at the start of each section to support your discussion.

Highlight your best-fit judgement for every element.

Jot any notes, evidence to support your decisions and actions in the spaces provided.

Make sure all the sections are completed and plan a date for review.

Once your analysis is complete, make a list of all the statements where you have classed your provision as 'emerging'. This list will highlight the priority areas for development that will form the basis for your action planning.

Taking Action



Plan actions arising from your self-evaluation. To help you develop effective improvement measures you could refer to the supporting resources in the Hertfordshire SEND Toolkit, see how other schools have addressed the issue or seek advice from other professionals in ISL.

Once you have identified your action points, assigning these to individuals for action and include completion/review dates. Prioritise actions which will have the most benefit. You may want to set measures for evaluating success.

Disseminate your findings and action plan to the Senior Leadership Team, the whole staff, and Governors. You may wish to publish the action plan on your school's website.

To maximise the impact of the SEND Benchmark & Planning Tool, set regular review dates immediately after completion of the baseline school self-evaluation, involving pupils and parents as appropriate. Ideally, the SEND Benchmark & Planning Tool should be reviewed at least annually.

Celebrate success and share what is working well for your school. Check your assessment of how well the school is performing and what it needs to do next with others in your DSPL area.