



St Joseph's Infant School

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Executive Headteacher: Mrs Lisa Hardy BAEd (QTS) NPQH

5th November 2021

Dear Parents and Carers,

I wanted to make you aware of the way we share learning plans here at St Joseph's Infant and CE Junior School. If your child has some special or additional needs, then we will create an individual plan for them using some software called 'Provision Map'. You are able to access this plan at any time once you have created an account with them. You will be able to see the plans in place, as well as the reviews of these plans. It is really important that we ensure that your views are recorded on these plans too. You can use the messaging feature on Provision Map to send us a message or record your views for us to add to the plan.

New plans are written at least three times per year: in October, February and May. These will be available for you to access online and to see at parents' evenings. If you prefer a paper copy, then please talk to your child's class teacher and they can print it off for you.

If your child has a plan but you have not yet created an account on Provision Map, we will send you a separate letter to provide you with a unique code to securely access your child's plans. If you need any help with this then please don't hesitate to get in touch.

Kind Regards

Sophia Koiston
Assistant Headteacher – Inclusion