**Top 10 Tips for New SENCOs**

1. Have a clear and up to date SEND Policy in place.
2. Ensure your school’s/Academy’s SEND list is up to date.
3. Be clear about what SEND provision is available in school for all Areas of Need, and discuss this with staff/parents. Put together whole school provision maps to map this out.
4. Ensure that all staff are aware of who their SEND pupils are and what interventions are in place to support them.
5. Ensure that every child with SEND in school has been set targets. Establish a clear timeline for reviewing the targets and share the timeframes with staff and parents.
6. Keep electronic Graduated Response Files for all children with SEND and update these at any point when new information is added.
7. Produce a timeline for all your Transfer and Annual Reviews in July ready for the next year and circulate to all relevant professionals involved in the meetings.
8. Establish regular, short SENCO surgeries for staff in which they can meet with you to discuss any SEND issues.
9. Ensure your SEND School Information Report is updated at least annually.
10. Work with SLT to ensure sufficient funding is available to support SEND pupils across the school. Look at the annual figure of the notional budget which is specifically for SEND and cost this provision out to make sure children with SEND are receiving their allocated amount.