

Guide to the Contents of the Graduated Response File

and

Links to Supporting Documents for PVI Early Years Settings

The Graduated Response File (GRF) is a working document. Information is added to the GRF over time. The GRF folder follows the child/ student and is passed from one setting to the next when the child moves.

1. Child/ Student details

This section must be completed in full and will provide basic details about the child/ student and their parents/ carers. When information changes additional pages should be added.

An example template is provided as part of the GRF

2. Setting or School Attendance

This section must be completed and will provide basic information about the settings/ schools the child/ student has attended over the years. Additional pages can be added as needed.

An example template is provided as part of the GRF

3. Child/ Student Voice

This section must contain a record of the child's/ student's views and their aspirations/ hopes for the future.

A basic One Page Profile template is provided as part of the GRF.

For One Page Profile templates in a range of different colours and designs:

<http://sheffkids.co.uk/adultsite/pages/onepageprofiletemplates.html>

To use the 'This is Me' template:

<https://schoolsportal.derby.gov.uk/media/derbycitycouncil/contentassets/documents/sendlocaloffer/This%20is%20Me%20-%20younger%20version%201.pdf> Younger version

To use the 'All About Me' toolkit: *tbc*

4. Family Views

This section must contain a record of the Family's views and their aspirations/ hopes for the future.

An example Family Views template is provided as part of the GRF.

The Family Views template for an EHC assessment can be found here:

https://schoolsportal.derby.gov.uk/media/derbycitycouncil/contentassets/documents/sendlocaloffer/Family_Information_Vie_ws_Form_EHC_needsassesment_Oct14.docx

5. Professionals and Outside Agencies

This section will contain basic details about the professionals and other agencies involved/ supporting the child/ student. When information changes additional pages should be added.

This section should also contain copies of professional reports/ visit records/ letters etc.

An example template to list professionals involved is provided as part of the GRF.

6. Special Educational Needs and Disabilities

This section will contain information about child development and progress including assessments, developmental profiles, language assessments, curriculum levels etc.

An Assessments Checklist is provided as part of the GRF.

Guidance for Private, Voluntary and Independent Early Years settings on completing an Early Years Assessment tool can be found here:

<https://schoolsportal.derby.gov.uk/media/schoolsinformationportal/contentassets/documents/Early-Years-Profile-Recording-Guidance.pdf>

7. Outcomes and Targets

This section will contain records of specific targets set, outcomes and specific programmes being implemented to support the achievement of the targets/ outcomes.

Derby City target setting template for private, voluntary and independent early years settings:

<https://schoolsportal.derby.gov.uk/media/schoolsinformationportal/contentassets/documents/Target-Setting-Sheet-Template-PVI.doc>

Guidance for Private, Voluntary and Independent Early Years settings on target setting:

<https://schoolsportal.derby.gov.uk/sen/early-years-settings/> Go to the Target Setting section

8. Interventions and Additional Support

This section will contain information about individual programmes and interventions the child/ student has access to. It will include specific plans and details regarding additional support – when and where this is in place and the purpose of it.

An Interventions Checklist and Additional Support timetable template is provided as part of the GRF.

9. Meetings and file log

This section must contain a file log where brief notes are made e.g. phone calls, catch-up conversations with professionals/ carers, brief points or actions to take.

This section should also contain records of meetings held e.g. Team around the family, person-centred review meetings, multi-agency meetings, SEND Support meetings

An example file log template is provided as part of the GRF

A person-centred meeting template/ agenda is provided as part of the GRF.

Guidance for Private, Voluntary and Independent Early Years settings on completing the file log can be found here: <https://schoolsportal.derby.gov.uk/media/schoolsinformationportal/contentassets/documents/sen/File-Log-Example.doc>

Derby City target setting meeting template for private, voluntary and independent early years settings: <https://schoolsportal.derby.gov.uk/media/schoolsinformationportal/contentassets/documents/Target-Setting-Meeting-Agenda-Template-PVI.docx>

10. Funding and Equipment

This section will include information about how the setting/ school have used their notional funding to support the student and target specific areas of need. This section will include provision maps.

This section will also contain information regarding any additional funding requested and how it has been used to support the child/ student.

The section will include information about specific equipment/ resources the child needs.

Information about the Early Years Inclusion Fund: <https://schoolsportal.derby.gov.uk/sen/early-years-settings/> Go to SEND Funding

Information about the Disability Access Fund: <https://schoolsportal.derby.gov.uk/sen/early-years-settings/> Go to SEND Funding Information about community shortbreaks:

<https://www.derby.gov.uk/health-and-social-care/disabilities/disabled-children-and-young-people-the-lighthouse/community-breaks/>

11. Inclusion and Wellbeing

This section will include information about how the child/ student is being included within the learning environment of the classroom/ early years setting spaces, the whole school/ setting, with his/ her peers and outside the school.

An example Inclusion template is provided as part of the GRF.

Schools/ settings are advised to use a happiness or wellbeing rating tool appropriate for the child's developmental stage/ age.

12. Setting/ School reports

This section will include reports/ summary documents written by setting staff.

Derby City setting transition report template for private, voluntary and independent early years settings:

<https://schoolsportal.derby.gov.uk/media/schoolsinformationportal/contentassets/documents/Transition-Record-Template.doc>

Guidance for Private, Voluntary and Independent Early Years settings on what to include in a transition report:

<https://schoolsportal.derby.gov.uk/media/schoolsinformationportal/contentassets/documents/sen/Transition-Record-Example.doc>

Derby City school/ setting information form for EHC assessment:

https://schoolsportal.derby.gov.uk/media/derbycitycouncil/contentassets/documents/sendlocaloffer/School_Information_EHC_Assessment_Oct14.docx

13. Miscellaneous

Please use this section/ folder to keep any additional information