

# Guide to the Contents of the Graduated Response File

## and

### Links to Supporting Documents for Schools

*The Graduated Response File is a working document. Information is added to the GRF over time. The GRF 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/adultssite/pages/onepageprofiletemplates.html>

To use the 'This is Me' template:

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

<https://schoolportal.derby.gov.uk/media/derbycitycouncil/contentassets/documents/sendlocaloffer/This%20is%20Me%20-%20older%20version%201.pdf> Older version

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

See 'A guide to using person centred practices in school' by Helen Sanderson, Gill Goodwin and Elaine Kinsella

<http://helensandersonassociates.co.uk/papers/using-person-centred-practices-schools/>

#### 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://schoolportal.derby.gov.uk/media/derbycitycouncil/contentassets/documents/sendlocaloffer/Family\\_Information\\_Vie\\_ws\\_Form\\_EHC\\_needsassessment\\_Oct14.docx](https://schoolportal.derby.gov.uk/media/derbycitycouncil/contentassets/documents/sendlocaloffer/Family_Information_Vie_ws_Form_EHC_needsassessment_Oct14.docx)

#### 5. Professionals and Other 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.

## **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.***

The Derby City target setting template for schools can be found here:

[https://schoolsportal.derby.gov.uk/media/derbycitycouncil/contentassets/documents/sendlocaloffer/Target\\_Setting\\_Templat\\_e\\_Schools\\_14.doc](https://schoolsportal.derby.gov.uk/media/derbycitycouncil/contentassets/documents/sendlocaloffer/Target_Setting_Templat_e_Schools_14.doc)

## **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 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.

The Derby City target setting meeting template for schools is here:

[https://schoolsportal.derby.gov.uk/media/derbycitycouncil/contentassets/documents/sendlocaloffer/SEND\\_Target\\_Setting\\_M eeting\\_Agenda\\_Template\\_Schools\\_14.doc](https://schoolsportal.derby.gov.uk/media/derbycitycouncil/contentassets/documents/sendlocaloffer/SEND_Target_Setting_M eeting_Agenda_Template_Schools_14.doc)

## **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.***

Derby City provision mapping templates for schools can be downloaded from the schools information portal.

Schools can also use the Locality Funding Panel – Form of submission (pages 6-7) to clearly show the provision costs:

<https://schoolsportal.derby.gov.uk/sen/sendfundingpathwayandlocalitypanels/>

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 Locality Funding: <https://schoolsportal.derby.gov.uk/sen/>

[sendfundingpathwayandlocalitypanels/](https://schoolsportal.derby.gov.uk/sen/sendfundingpathwayandlocalitypanels/)

Information about community shortbreaks:

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

## **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 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 school staff.***

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](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***