**Using the Sheffield Support Grid:**

**Proposed Citywide Moderation Mechanisms and Processes:**

**Locality Moderation Process**

Each locality will ensure robust and consistent moderation across ‘families’ or ‘clusters’ of schools that will enable:

* Collaboration and upskilling of SENCos
* Support and challenge across groups of schools
* Effective levels of HT involvement
* School visits and timely feedback of data and findings in line with the ‘timeline of actions’

Each locality will be expected to submit their **Locality Moderation Feedback** form detailing the processes they used for moderating provision against the SSG.

Each headteacher will be expected to complete a **Headteacher SEND Declaration** form.

**Citywide Moderation Process**

Citywide moderation will be carried out by members of the citywide **Inclusion Task Force** which ensures cross locality, cross phase and cross sector representation, members of the ‘Lead SENCo’ group and members of other associated services.

Training on the moderation/sampling process for this team will take place on **8th December 2016**.

Each locality will need to self-select two schools to be sampled as part of the citywide moderation process. The locality will need to say why these two schools have been chosen - for example it may be schools that are confident to do this or they may be schools that would welcome some external feedback on SEN provision.

The citywide moderation will take place between **10th January 2017 and 3rd February 2017**.

Moderation teams will visit schools in teams of three including:

1. A Lead SENCo/Reviewer
2. A Headteacher
3. A representative from another agency (Educational Psychologist/MAST/SALT and so on) or a shadow reviewer.

When a moderation team visits a school they would expect to:

* **Meet with the headteacher** to discuss the schools inclusive culture and ethos
* **Review paperwork** for children at L3 or above on the SSG
* See an **overview of weekly provision** for children on L3 or above
* **Talk to class teachers/SENCos and support staff** about the provision in place for a sample of 2 or 3 children
* **See the children** in their setting, where appropriate
* Review the school’s prioritization for **My Plans and One Page Profiles** – it is not an expectation that One Page Profiles and My Plans would be available for all children at L3 and above but it is an expectation that the schools and localities can *demonstrate and articulate* their approach to embedding these processes.

**Documentation**

In order to help schools, Families of Schools and Localities to prepare for the citywide moderation the following documents have been provided.

* **Using the Sheffield Support Grid Guidance**
* A **Timeline of Actions Required**
* A copy of the **Headteacher SEND Declaration** form
* A copy of the **Locality Moderation Feedback** form
* **Key Questions** for Class teachers, SENCOs, Support Staff and Head teachers
* Examples of **weekly provision timetables** for pupils on L3 and above on the SSG
* The **Moderation Grid** that needs to be completed and sent to Locality Lead Headteachers by **16th December** at the very latest.