

HOW TO ACCESS YOUR CHILD'S SEND SUPPORT PLAN OR PASSPORT

www.edukeyapp.com/parent/login



2. Add in your email address that you'd like to link to the account

The screenshot shows the 'Access parent account' form on the Edukey website. The form includes the following fields and options:

- I already have an account
- I don't have an account yet
- Confirm your email address: [text input]
- Access code: [text input]
- Your name: [text input]
- Password: [text input]
- Repeat password: [text input]
- What makes a strong password? [text input]
- By clicking the Log in button, you agree to our Privacy Policy
- Log in button

Arrows from the numbered instructions point to the following elements:

- 1. Click "I don't have an account yet" (points to the radio button)
- 2. Add in your email address that you'd like to link to the account (points to the 'Confirm your email address' field)
- 3. Confirm the email (points to the 'Confirm your email address' field)
- 4. Enter the access code given to you by school. This is unique to your child, but can be used by multiple parents/carers. (points to the 'Access code' field)
- 5. Complete the form with your name and a password of your creation. (points to the 'Your name' and 'Password' fields)
- 6. Click "Login" (points to the 'Log in' button)

1. Click "I don't have an account yet"

3. Confirm the email

4. Enter the access code given to you by school. This is unique to your child, but can be used by multiple parents/carers.

5. Complete the form with your name and a password of your creation.

6. Click "Login"

If you have more than one child with a SEND Support Plan, if you have their access code, you will be able to add them to your account.

The "Messages" section is where you will see when forms have been completed/referrals made as a chronology. We ask that parents/carers still communicate via parents@ or senco@ rather than through Edukey.

SEND support plan review process

When a child reaches stage 4 of our graduated response, they will be added to the SEND register and will be in receipt of a SEND support plan (SSP) which captures their strengths and needs and also gives specific SMART targets to support progress. Children with EHCPs will have SSPs to break down their end of key stage outcomes as short-term targets.

SSPs are reviewed by teachers in **early February**. Parents are then invited to review them through Edukey Provision Map. Revised SSPs available from **end of February** on Edukey. They can also be discussed during our spring parent consultations.

SSPs are reviewed by teachers in **mid October**. Parents are then invited to review them through Edukey Provision Map. They can also be discussed during our autumn parent consultations. Revised SSPs available from **early November** on Edukey.

SSPs are reviewed by teachers in **mid May**. Parents are then invited to review them through Edukey Provision Map. Revised SSPs available from **early June** on Edukey.



Pupil Passports updated prior to transition - a document on Edukey that captures specific strategies or resources from the Ordinarily Available Provision but not targeted support.

2025-26 DEADLINES

<u>SSP Review</u>	<u>New SSP</u>
24th Oct	7th Nov
6th Feb	27th Feb
22 May	5th June

SEND Graduated Approach Stages



Pupil Passports

Pupil Passports are a one-page profile of a child whose needs don't require targeted intensive support but there are specific elements of the ordinarily available provision (specific resources, strategies) that work well for them in particular. This is stage 3 of our graduated response. It can also be used for children stepping down from SEND support and are still monitored by the SENCO.

Parent/Carer: How to add comments to a reviewed SSP

edukeyapp.com/parent
 Click on "I don't have an account yet" and use the unique code for your child given to you by school.

You will see their SEND Support Plan. If it is empty, please contact school. Click on reviews.

View the review of the targets set and reviewed by the teacher. You should be able to add in your own comments about your child's progress.

Once reviewed, the teacher will be setting revised or new SMART targets in line with their areas of need.

Please add your comments prior to the SSP deadline if you can so that teachers may take your views into consideration.

You can also print off a plan.

Area of Need	Termly Targets	Desired Outcome	Strategies/Provision	Outcome	Notes
Comprehension	Be able to recall the letter names of the alphabet	Observed on 6 occasions	Visual display Letter games and songs	+1 More than expected	

CARE CHALLENGE EXPLORE



Parent/Carer: How to download a passport

Pupil Passport - One Page Profile for pupil name

Stage:

Date of birth:

Year group:	Year 2	House:	Beverly
Teacher:	Ms Louise Atteruch	Date:	22/9/2024

Custom fields

Pupil passport tiles

I would like you to know that:

This is where you add what's important to the pupil
What do they like?
Importance that pupil voice is heard here

I find it difficult to:

Identify the barriers clearly

It would help me if you could:

Keep the strategies or provision clear
Easy to read
Audience is adults that need quick ways to support

I will help myself by:

How will the child advocate for themselves?
How are they involved in their support?

Additional Documents:

Specific reports (please date them) like ADHD, dyslexia

Previously on SEN Register? (Yes/No)

Comments

Messages

Louise Atteruch
11/10/2024 12:29
This is a test

Louise Atteruch
11/10/2024 12:30
This is where we would add our thoughts on child's progress.

Leave a comment:

All comments will be shared with all involved parties

Add comment

Click this button (not available on mobile version) to download the Passport or Plan as a PDF for you to share with family members or club leaders for example, so that they understand how to help your child.

Messages section is used as a chronology to communicate when referrals are made etc. Please use parents@ or senco@ to receive a reply.

CARE CHALLENGE EXPLORE

