SENDCO STARTER CHECKLIST
Secondary Schools

Day 1
Team 1 – 2 – 1s

Day 2
Check your access arrangements list with your exams officer
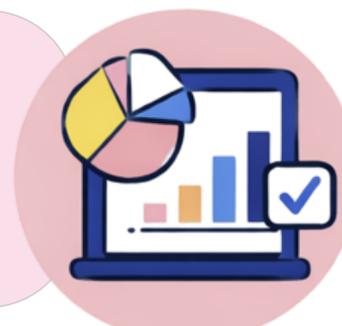
Day 3
Check accuracy of SEND register. Does it match your MIS? (e.g. SIMS, Arbour etc.)

Day 4
Ask your data manager for headlines for every year group. (E.g. attendance and academic performance)

Day 5
Email your parents to say "hi" and give them a booking link to use.

Day 6
Meet head of pastoral. Are you focused on the same students? What do they offer?

Day 7
1 – 2 – 1 with your line manager. Feedback to quality assure your findings.

SENDCO
SERVICES