

# SENDCO STARTER CHECKLIST

## Primary Schools

Day

1

Team 1 - 2 - 1 s



Day

2

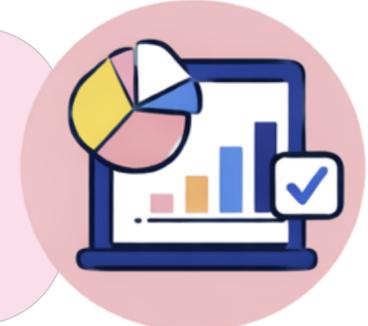
Check accuracy of SEND register. Does it match your MIS? (e.g. number of SEND, number of EHCP etc.)



Day

3

Ask your data manager for headlines (E.g. SEND vs Non-SEND, National Vs School)



Day

4

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



Day

5

Observe nursery and key stage 1 classes



Day

6

Observe key stage 2 classes



Day

7

1 - 2 - 1 with your line manager. Feedback to quality assure your findings.

