

### Preparing for a PSP meeting

- Think about what you can do at home to support your child in school
- Talk to your child about what they think the school and others can reasonably do to help
- Reassure your child that the main purpose of the PSP is to keep them in school

#### A guide to abbreviations used in this leaflet

EET	Education Entitlement & Inclusion team
IEP	Individual Education Plan
PSP	Pastoral Support Plan/Programme
YSS	Youth Support Service

### Special Education Needs

A PSP does not replace IEPs or the SEN assessment process;

- If your child has identified additional educational needs they will still be taken through the appropriate stages of the SEN Code of Practice
- If your child has an SEN Statement and is at risk of permanent exclusion, the school should set up an early Annual Review and involve the SEN Support Services and other professionals involved with your child

### Notes

# Pastoral Support Plans



**Information for  
parents and carers**

## What is a PSP?

A Pastoral Support Plan (PSP) (sometimes called a Pastoral Support Programme) is a school-based intervention to help individual children manage their behaviour in order to successfully complete their education at school.

## When should a PSP be set up?

A PSP should be set up if your child:

- has been identified as being at risk of permanent exclusion.
- has been identified as being at risk of failure at school through disaffection.

An adviser from the EE and I team may suggest a PSP for pupils who have had a number of fixed period exclusions.

You can also request a PSP for your child. Talk to school staff if you need further advice about PSPs.

## Setting up a PSP

The PSP is co-ordinated by a named member of school staff.

- A member of the school Senior Management Team should invite you to a meeting to discuss and agree the plan.
- The school may invite other professionals from other agencies eg Health, YSS, who may be able to work **with** you, your pupil and the school to help eliminate the risk of exclusion or disaffection facing your child.
- Wherever possible the meeting should be held during the normal school working day.
- Parents are a crucial part of the PSP process and school staff will try to arrange a time when you can attend the meetings.

## Should my child come to the meetings?

- You will be able to agree with school staff whether your child should be present for the whole meeting or join in towards the end. Generally children at secondary schools attend the whole meeting.

## What will happen at the first meeting?

- The initial PSP meeting will look at positive points and main concerns.
- Everyone present will have the opportunity to have their say and will be expected to offer some contribution to the plan to resolve the difficulties.
- Central to the PSP is **support**. As a parent you can suggest ways you think the school can support your child.
- This is your chance to talk about things that have been most helpful for your child in the past.
- For the PSP to be effective it is important that your child commits to meeting key behaviour targets.
- By the end of the meeting, everyone should be clear about what is to be done, by whom and by when.
- A date for a meeting to review the PSP will be set.

## How long will the PSP last?

A PSP normally runs for 16 school weeks to ensure your child has the opportunity to show improvement. A formal review is held at around 8 weeks. In exceptional circumstances the plan can be extended for a further 4 to 8 weeks.

## How will we know if the PSP is working?

A member of school staff will normally meet your child regularly to review their progress towards the PSP targets. This gives your child time to identify what has gone well and how to repeat success.

The people who attended the original PSP meeting will be invited to review meetings to examine progress.

### During the 8 week review:

- All commitments agreed at the initial meeting are reviewed.
- School staff will report on your child's progress towards the PSP targets.
- The commitments made by staff, parents and other professionals may change if necessary. If the current support is not meeting your child's needs further measures can be put in place to help your child manage their place in school.

### At the 16 week review:

- All commitments agreed at the previous meeting are reviewed.
- School staff will share reports about your child's progress towards their targets.
- The PSP is evaluated and judged to have either been successful or unsuccessful.

## What if the plan is not successful?

If it appears that the PSP is unlikely to be successful, alternatives will be discussed at the review meeting. The head teacher or member of staff responsible for PSPs will contact you to discuss options if the school feels that the plan is failing between reviews.