

# The Personal Learning Plan



For pupils identified as having Special Educational Needs

## Easy Read Guide

Children and Young People's Services  
SEND Implementation & Development Team



## Who is this guide for?



This guide may be useful if you:

- are a **parent**
- are a **young person**
- have **special educational needs or disabilities.**

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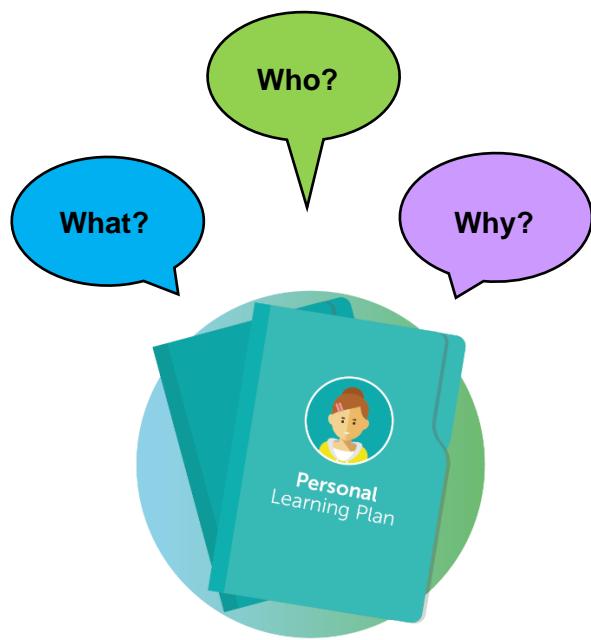
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# Introduction



This guide describes **what** a Personal Learning Plan is, **who** needs one and **why**. It also explains what details are included in a Personal Learning Plan and who needs to be involved to make it a success.



In this guide, the words **child** and **young person** are used a lot. A **child** is a pupil at school who is aged under 16. A **young person** is a pupil aged 16 or over who stays on at school after Year 12.

# How do schools help children and young people to learn?



Children and young people have lots of skills and abilities that make them unique. They learn best in many different ways and make progress at different rates.



To help children and young people develop their skills and abilities as much as possible, it is important that schools give them an education which helps each child or young person to make the best progress they can.



Some children and young people need extra help at school because they find it **harder to learn** than other people of their age or because they have a **disability** that makes it more difficult for them to learn. This is called having **Special Educational Needs**.



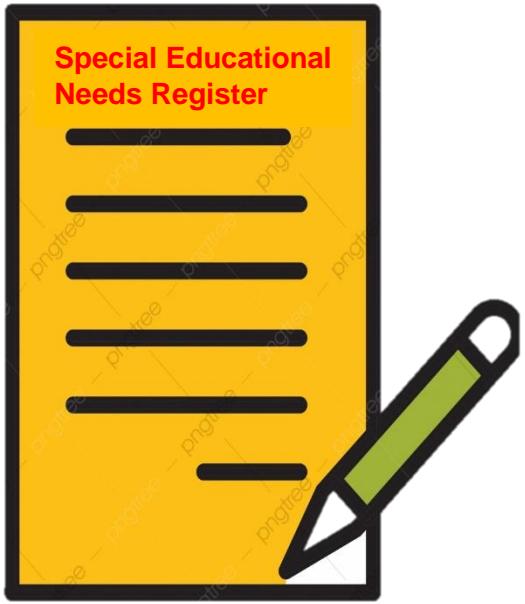
There is nothing wrong with needing extra help at school. Everybody needs help sometimes because we all have our own strengths and things that we find difficult.



Extra help at school is called **special educational needs support**. Schools must do their best to find out if a child or young person has special educational needs and give them the support they need to help them learn.



The school will look at what sort of support the child or young person needs and what they can do to give them this support.



If a child or young person has special educational needs, their name is placed on the **special educational needs register**. This register is a list of the names of children or young people in a school who have special educational needs and what their difficulty is.



Every child or young person whose name is on the special educational needs register must have a **Personal Learning Plan** written for them.

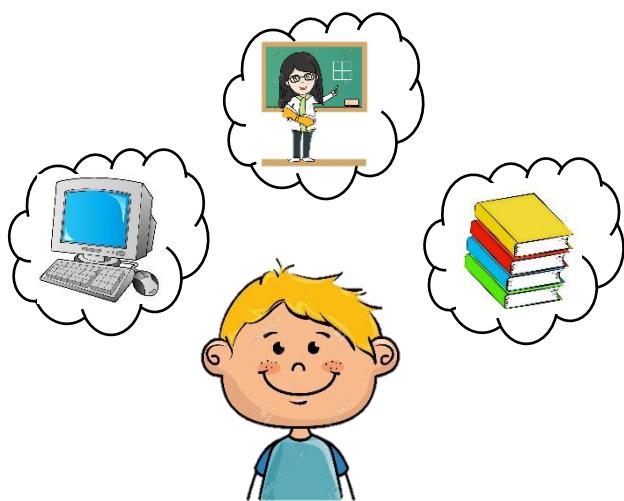
# What is a Personal Learning Plan?



A Personal Learning Plan is a document that describes what difficulties the child or young person has and how these difficulties affect them at school.



It also explains what support a child or young person is getting to help them learn best at school and to make progress.

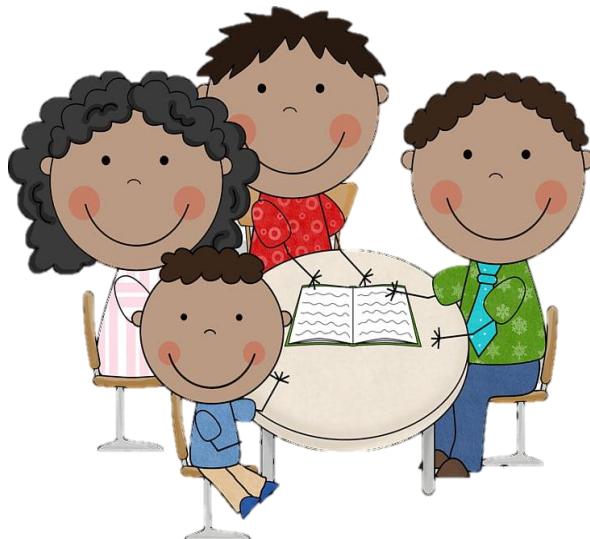


It describes what the support will look like in school, who will be involved and what special equipment or resources will be used.

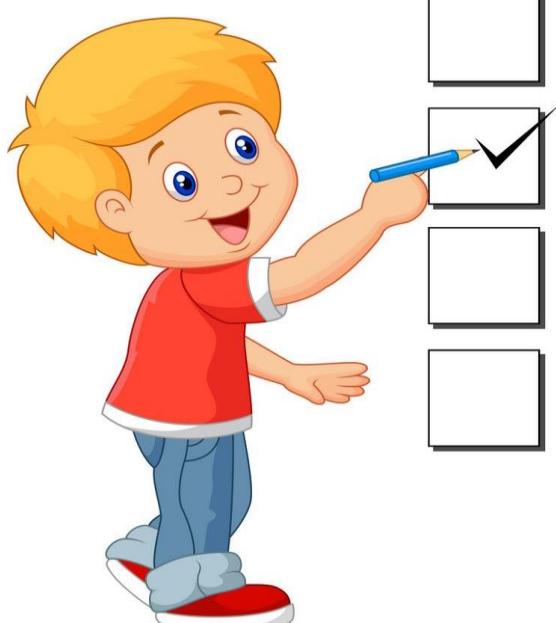


The school discusses the content of the Personal Learning Plan with the child, parent and young person and together they decide what everyone can do to help make it a success.

# How will the child and parent or young person be involved in the Personal Learning Plan?



Children, parents and young people have important ideas to share with the school to help make the Personal Learning Plan as effective as possible. The school will listen to what the child and parent or young person have to say and will respect their ideas.



At the beginning of each school year, the school will ask the child and parent or young person what they think are the most important things that the school should work on with the child or young person and what progress they would like to see happening. The targets that are chosen to include in the Personal Learning Plan are called **Expected Outcomes**.



The child or young person will also be asked how they learn best and who could help them at school. These ideas will be included in the Personal Learning Plan.



The Personal Learning Plan will be **reviewed** every few months. At this time the school will tell the parent or young person how well they feel the child or young person has progressed and will agree new Expected Outcomes with them.

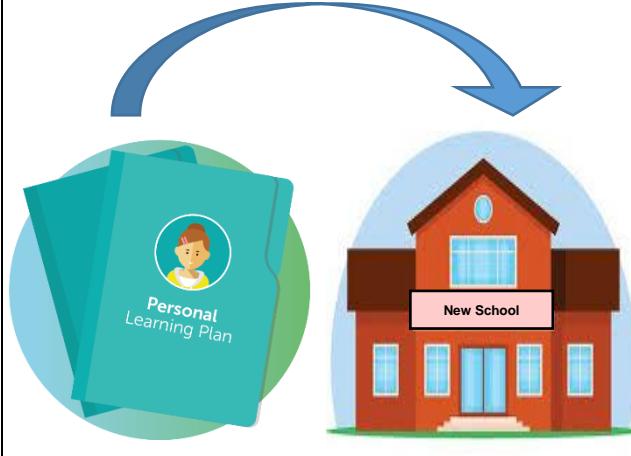


At every review, the child and the parent or young person are asked what progress they think the child or young person has made and what should happen next to help them make even more progress. These ideas will be included in the Personal Learning Plan.

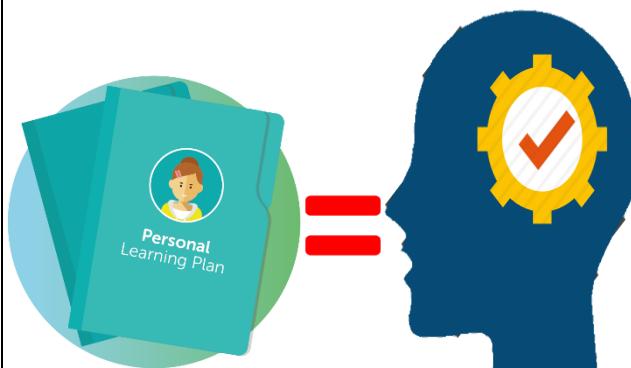


Sometimes the school needs to ask for extra support from people outside the school. If this needs to happen the school will discuss this with the parent or young person and a description of this support will be included in the Personal Learning Plan too.

# Is the Personal learning Plan ever shared with people outside the school?



Sometimes the Personal Learning Plan needs to be shared with people outside the school. For example, if the child or young person is moving to a new school or if they need extra support from someone outside the school.



Sharing the Personal Learning Plan helps a new school or someone outside the school to understand what the child or young person's difficulties are, what has been done so far to help them and what actions have worked best. It also helps them to plan the support that they will give to the child or young person.



The school should tell the parent or young person **who** they are going to share the Personal Learning Plan with and **why** this is happening.



The school must also ask the parent or young person if they agree to a copy of the Personal Learning Plan being shared with a new school. This is called **seeking consent**.