

## Individual Education Plan template

At Umubano Academy, learners who have Special Educational Needs and/or disabilities are supported in a number of ways, including through IEPs. Here is a sample IEP template that you might adapt for your school:

Name of school & location .....					
<b>INDIVIDUAL EDUCATION PLAN (IEP)</b>					
Learner's name: ..... Learner's Class: .....					
Date of IEP: ..... Date to review the IEP: .....					
Name and role in the school of the lead member of staff for this IEP: .....					
Parent/Carer name and contact details: .....					
.....					
<b>Learner's Strengths/Can Dos</b>					
1. ....					
2. ....					
3. ....					
4. ....					
<b>Learner's SEND (as currently identified):</b> .....					
.....					
Intervention/Support Strategy for learning	How to do it	Who will do it	How often	Resources needed/available	Outcome (to complete before next review meeting)
1.					
2.					
3.					
4.					
<b>Goals for learner to work towards:</b>					
Goal	Who will support?	What will progress look like?	Comments		
1.					
2.					
3.					
Date on which this IEP was agreed:.....					
Signed by SEN Teacher: .....					
Signed by SENCO: .....					
Signed by Class Teacher: .....					
Signed by learner: .....					

Signed by parent / caregiver: .....

IEP Review Meeting Notes: Date of review: .....

Names of those present: .....  
.....

Names of any absentees: .....

Outcomes/ Progress against goals set at last review:

- 1.
- 2.
- 3.

Need for new or adjusted targets (based on progress since last review)? Yes / No

If yes, please complete the table below and transfer the new goals onto the new IEP after this meeting:

New Goals	Who will support?	What will progress look like?
1.		
2.		
3.		

Apply the following new support strategies, or continue with strategies in this IEP (after consideration of evidence of learner's progress during monitoring):

- 1.
- 2.
- 3.

To start new strategies by ..... (date/period) ..... and to be reviewed by ..... (date)

Agreed & signed by Teacher/s: .....

Agreed & signed by SEN Teacher: ..... Agreed & signed by SENCO: .....

Agreed & signed by learner (depending on the age of the learner) .....

Agreed & signed by parent / caregiver: .....

**Proposed date of next review:**