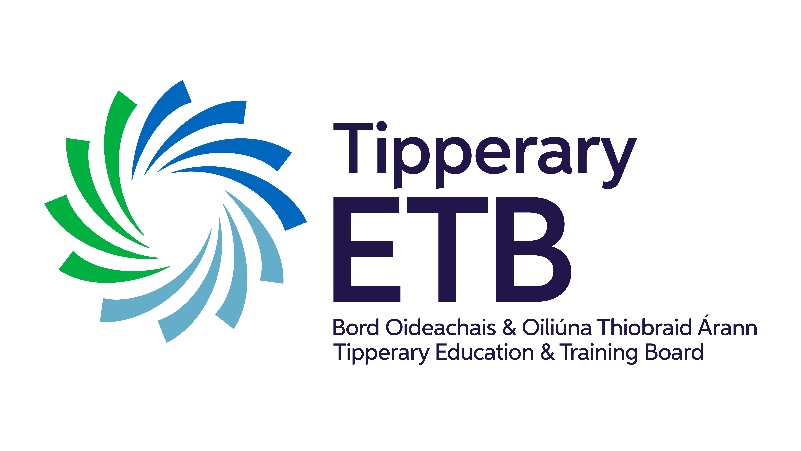
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**St. Ailbe’s School**

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**Special Education Needs (SEN) Policy**

**Encompassing One-to-One Teaching and Assistive Technology Policies**

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| --- | --- |
| Policy Area | Schools |
| Policy Reference number | ST.AIL/SEN/038/0 |
| Version | 2 |
| Policy Drafted by | St. Ailbe’s School |
| Date previous version  Ratified by TETB | 12 June 2018 |
| Date Reviewed/Amended by School | March 2025 |
| Date Reviewed/Ratified by Board of Management | 7 May 2025 |
| Date Noted/to be Noted by TETB | 9 September 2025 |
| Policy Review Date | This policy will be reviewed regularly in light of changing legislation, Department of Education circulars, and the changing needs of students. |
| Date of Withdrawal of Obsolete Policy | 7 May 2025  Policy Ref. No. ST.AIL/SEN/038/0  Version No. 1 |

**Special Education Needs (SEN) Policy at St. Ailbe's School**

Our SEN and all school policies are underpinned by the five Core Values of Tipperary ETB



**Introduction**

The main purpose of this document is to set out the use, organisation and deployment of additional teaching resources for students with additional educational needs. This policy is informed and devised in the context of the revised model for allocating additional education teaching resources introduced by the Department of Education and Skills in September 2017, revised in March 2024, and further updated in line with The Education Act 2022, the "Inclusive Education for an Inclusive Society" framework (2023), Circular 64/2024 and the "Guidelines for Post-Primary Schools Supporting Young People with Special Educational Needs in Mainstream Classes" (2023).

Effective provision for students with additional educational needs is situated within an inclusive whole-school framework which emphasises effective teaching and learning for all and good collaboration and engagement between school, parents/guardians and students. This document builds on existing good practices in our school and complements the advice given in 'Inclusion of Students with Additional Educational Needs: Post-Primary Guidelines' (DES, 2020, updated 2023) and the new Universal Design for Learning (UDL) approach endorsed by the Department of Education.

**Mission Statement**

To provide quality education that meets the actual needs of young people in the best quality learning environment. To create an atmosphere of trust and confidence between students, parents, community and staff which enhances self-esteem and self-worth. To help pupils reach their full potential in all areas of life, both social and moral, recognising that there is no single standard that applies to all. To help pupils grow in confidence with a positive outlook on life and with due consideration for others and their property.

**Rationale**

The school's inclusive education policy aims:

* To provide an inclusive learning environment where all are encouraged to achieve their potential.
* To enable each student to develop social and personal skills, thus enhancing self-esteem.
* To encourage students with special needs to participate in the full range of school activities.
* To offer an education which develops a variety of skills, i.e. practical, artistic, musical and sporting.
* To allow special needs students access to the curriculum and where possible, encourage students to sit Junior/Leaving Cert examinations.
* To encourage all staff to avail of professional development from the NCSE and any other relevant agencies.
* To implement Universal Design for Learning principles across all curriculum areas.
* To promote and facilitate meaningful student voice and participation in school life, in line with Section 27 of the Education Act 1998, ensuring students have opportunities to contribute to decision-making processes on issues that affect their education, welfare, and school experience.
* To promote a whole-school approach to inclusion as outlined in the Guidelines for Post-Primary Schools Supporting Young People with Special Educational Needs in Mainstream Classes.

**The Legislative Context**

The EPSEN Act (2004) defines Special Educational Needs as follows: "Special Educational Needs means, in relation to a person, a restriction in the capacity of that person to participate in and benefit from education on account of an enduring physical, sensory, mental health or learning disability or any other condition which results in a person learning differently from a person without that condition".

The Education Act (1998) defined Special Educational Needs as "the educational needs of students who have a disability and the educational needs of exceptionally able students".

The Education Act 2022(amendment to Education Act 1998) further expands this definition to include neurodiversity and emphasises the right of all students to inclusive education within their local community, with appropriate supports tailored to their individual needs.

At St. Ailbe's, we are committed, in so far as is practicable, to catering for the educational needs of the range of students included in both the above definitions as well as the needs of students for whom English is not their first language, and students whose special needs arise from economic, social or emotional disadvantage.

This Inclusive Education Policy is drafted in the context of the specific provisions and definitions with regard to students with disabilities and special educational needs, and the statutory requirements placed on schools, Board of Management and the Department of Education by the following:

* Article 42, Bunreacht Na hEireann
* The Data Protection Acts (1988, 1998, 2003, and 2018)
* The Freedom of Information Acts (1997, 2003, and 2014)
* The Education Act (1998, 2022)
* The Education Welfare Act (2000)
* The Equal Status Act (2000) and the Equality Act (2004)
* The Education for Persons with Disabilities Bill (2003)
* The Education for Persons with Special Educational Needs Act (2004)
* The Inclusive Education for an Inclusive Society Framework (2023)
* Guidelines for Post-Primary Schools Supporting Young People with Special Educational Needs in Mainstream Classes (2023)
* The United Nations Convention on the Rights of Persons with Disabilities (ratified by Ireland in 2018)
* Other relevant Oireachtas Legislation and International Agreements.

This policy specifically addresses the contents of DES Circular 0013/2017(now replaced by 64/2024), Circular 0004/2023, and the associated 'Guidelines for Post-Primary Schools Supporting Students with Special Educational Needs in Mainstream Schools' (updated 2023).

**Admission and Enrolment**

Admission and enrolment procedures for SEN students and also for students wishing to access the special ASD classes in St. Ailbe's are detailed elsewhere within the St. Ailbe's Admissions and Enrolment Policy. These procedures comply with the Education (Admission to Schools) Act 2018 and the Education Act 2022's provisions on inclusive education.

**Identification of Needs**

The following criteria may be used to identify students who may benefit from extra supports:

1. School links with primary schools (SEN team members meet primary school staff)
2. School meetings with parents/guardians of incoming students
3. CAT 4 testing
4. Primary school passport documentation including attendance rate, standardized test results
5. WRAT 5 testing, where deemed appropriate
6. Referrals from subject teachers to SEN team
7. Referrals from other school teams e.g. Pastoral Care & Year Heads
8. Educational Reports presented to school
9. In-house literacy and numeracy criterion referenced tests
10. Analysis of house exams versus CAT4 test
11. Meeting with NEPS/Occupational Therapist/Speech & Language Therapist/Educational Psychologist etc.
12. Information from CAMHS if available
13. Student self-referral and student voice procedures (in line with Education Act 2022).

**Meeting Needs**

**1. The subject teacher and the subject department:**

Section 22(1) of the Education Act 1998 emphasises the primacy of the teacher in the education and personal development of students in schools. The subject teacher is responsible for educating all students in his/her class, including any student with a special educational need. The subject teacher has primary responsibility for the progress and care of all students in his/her classroom, including students with special educational needs.

It is the responsibility of the subject teacher to ensure that each student is taught in a stimulating and supportive classroom environment where all students feel equal and valued. Subject teachers should ensure that they plan their lessons carefully to address the diverse needs within the classroom.

In line with the Continuum of Support Guidelines and the Universal Design for Learning framework, the subject teacher may gather information through formal and informal means, with a view to informing interventions. The subject teacher also has a central role in identifying and responding to students with additional needs, including differentiating the curriculum as appropriate. These responses will be informed and assisted by collaboration with colleagues, parents/guardians and others such as the school's NEPS psychologist, and the local Special Educational Needs Organiser.

The subject teacher will also make specific accommodations for students within the class as a result of concerns there may be about a student's progress, application, communication, behaviour or interaction with peers and the development of a programme of differentiated instruction for that student.

All subject teachers should implement teaching approaches and methodologies that facilitate the meaningful inclusion of students with special educational needs. Each subject department will include in its plan how it caters for the different students taking their subject. These methodologies include:

* Co-operative teaching and learning within mainstream classrooms
* Collaborative problem-solving activities
* Heterogeneous group work
* Differentiation\*
* Universal Design for Learning (UDL) principles
* Interventions to promote social and emotional competence
* Embedding of Information and Communications Technology (ICT) in teaching, learning and assessment
* Incorporation of student voice
* Team teaching approaches as outlined in the Guidelines for Post-Primary Schools Supporting Young People with Special Educational Needs in Mainstream Classes.

\*Differentiation can be achieved by:

* Varying the level, structure, mode of instruction and pace of lessons to meet individual needs
* Adapting lessons for students' interests
* Matching tasks and processes to students' abilities and needs
* Adapting and utilising resources, including use of technology
* Aspiring towards suitably challenging learning outcomes and assessing accordingly
* Providing multiple means of engagement, representation, action and expression (UDL principles)
* Implementing the differentiation continuum (content, process, product, learning environment) as outlined in the Guidelines for Post-Primary Schools Supporting Young People with Special Educational Needs in Mainstream Classes.

Every student should be taught a curriculum that is appropriate to his/her developmental level. In matching programmes to students' needs, management will look at the range of curriculum options available, including Junior Cycle Level 1 and Level 2 Learning Programmes, Junior Certificate Schools Programme, and Leaving Certificate Applied Programme.

**2. Early intervention and prevention:**

Early-intervention programmes, which are evidence-based and are responsive to the school's context will be used. Focused interventions to develop literacy, social, emotional, life-skills and well-being are particularly important for Junior Cycle students with special educational needs. The school will involve our Behaviour for Learning (BFL) teacher to deliver short, focused programmes such as Alert, Why Try, Working Things Out, Friends for Life, and other evidence-based interventions recommended by the National Educational Psychological Service (NEPS).

All intervention programmes are monitored to assess and record their impact on student progress and participation in learning and in school life.

Our Pastoral Care Team serves an important preventative and early intervention function, particularly in addressing the needs of students with social, emotional, behavioural and well-being needs. This team provides a forum to share concerns and to work towards solutions. It plays an important coordinating role and facilitates monitoring and review of students' progress.

In line with the Guidelines for Post-Primary Schools Supporting Young People with Special Educational Needs in Mainstream Classes, we implement a three-tiered approach to support:

* + Tier 1: Whole-school/classroom support for all students (preventative and proactive approaches)
  + Tier 2: School support for some students (response to identified needs)
  + Tier 3: School support plus for a few students (individualised and specialized approaches)

**3. Target Setting:**

Best practice indicates that targets should be few in number; they should be informed by priority learning needs and directly linked to suitable interventions. Targets are based on the evidence collected through both formal and informal assessment approaches. Parents are consulted when setting targets and reviewing progress. The views of students are included in this process through direct involvement in the discussions or by gathering their views in advance of the review process, in line with the Education Act 2022's emphasis on student voice and agency.

Targets will be:

* Measurable and observable
  + Reflective of the specific special educational need of individual students
  + Achievable within a specified time frame
  + Challenging and building on existing knowledge
  + Addressing students' holistic needs
  + Developed using the SMART format (Specific, Measurable, Achievable, Relevant, Time-bound) as recommended in the Guidelines for Post-Primary Schools Supporting Young People with Special Educational Needs in Mainstream Classes.

**4. Monitoring and recording outcomes:**

A whole school approach to the monitoring and recording of progress will be led by Management and SEN coordinator(s). Students' progress in relation to achieving their targets should be regularly and carefully monitored. This stage of the process is informed by effective measurement of baseline performance, including the use of criterion-referenced tests and other methods of assessment (for example, teacher-designed tests, checklists, samples of work, observation and reports from subject teachers, class tutors and year heads) that allow students to demonstrate their progress. This should lead to the establishment of specific targets to be achieved within a defined timeframe.

Monitoring outcomes is part of a dynamic process of identification, target-setting, intervention review, which in turn should lead to adjustments in support plans. The Student Support File (NEPS) provides schools with a useful resource to support and record this process. It includes a Support Review Record to guide teachers when monitoring progress and reviewing outcomes with parents and students. Such monitoring of progress, and subsequent adaption of support plans, are key drivers of effective practice.

In addition to monitoring outcomes at the individual level, it is also important to review outcomes at group, class and whole-school level. This review could include measures of attainment, communication, independence, attendance, social inclusion and well-being (for example, sense of belonging and connectedness to school) for students with special educational needs.

Parental and student involvement is an integral part of the student support file. In establishing the needs of the student, empirical data from standardised testing, school passports, other assessment and the professional knowledge of the school is of paramount importance in devising an appropriate plan. However, the allocation of resources on the basis of most need is integral in this policy.

**5. Allocation of resources:**

In line with DES guidelines, the Education Act 2022, and the Guidelines for Post-Primary Schools Supporting Young People with Special Educational Needs in Mainstream Classes, additional teaching supports are deployed according to identified needs. Support is given in a variety of ways to effectively meet students' needs. Examples include:

* + Team-teaching
  + Small group withdrawal
  + Individual withdrawal
  + Digital learning supports
  + Peer-assisted learning strategies.

The school engages with programmes in Numeracy, Literacy and Social/Emotional domains to assist all students entering the school.

Based on needs, some students will follow more intensive programmes. Some students will receive support within the context of a mainstream subject lesson through team-teaching, through group or individual withdrawal or, through a combination of these modes of intervention.

St. Ailbe's recognises the advantages of team teaching for students:

* + More inclusive environment
  + More students get extra help
  + Increased access to the curriculum i.e. the student does not have to drop a subject to avail of learning support
  + More services to students i.e. every day instead of once or twice a week
  + Student needs addressed on the spot i.e. do not have to wait for resource class
  + Enhanced opportunities for differentiation and flexible grouping
  + Reduced stigma for students receiving support.

The level and type of supports reflect the specific targets of individual students as set out in their support plans which is informed by careful monitoring and review of progress. Following a period of intervention, some students may no longer require additional teaching supports, some may require the same level, while others may require more intensive supports. Accordingly, the groupings timetabled for support may change over time.

**Only in exceptional circumstances will students receive additional support in the form of individual withdrawal, and this will ideally occur on a short-term basis only.**

Resources are allocated based on need - students with the highest level of need have access to the greatest resources.

**6. Planning:**

In line with Department of Education guidelines and the Guidelines for Post-Primary Schools Supporting Young People with Special Educational Needs in Mainstream Classes, the core SEN team, under the direction of School Management and the Learning Support Coordinator, supports subject teachers in:

* + Identification of students with special educational needs
  + Setting targets as part of the student's ISP
  + Planning teaching methods and approaches
  + Organising early-intervention and prevention programmes
  + Organising and deploying special education teaching resources
  + Implementing Universal Design for Learning principles
  + Facilitating student voice- Creating inclusive classroom environments
  + Developing accessible curriculum materials.

**7. Timetabling practice/rationale for the allocation of resources:**

School management and the SEN core team will seek to deploy resources appropriately by:

1. Using resources to promote early intervention and learning in an inclusive school environment
2. Allocating resources to students with the highest level of needs, as students with the highest level of needs receive the highest level of supports
3. Providing additional supports which are tailored to meet the unique needs of students, addressing social, emotional and vocational/life skills, as well as literacy and mathematical needs
4. Maximising the allocation of support classes to teachers who are expert in the subject or display a keen interest in learning support
5. Providing flexibility for specialist teachers so that groupings timetabled for support may change over time
6. Supporting a core team of teachers for special educational needs. Members of this team have the necessary experience and ongoing access to professional development to support the diverse needs of students with special educational needs
7. A member (or number of members) of the special educational needs team, who has a recognised qualification in SEN, is assigned the responsibility for planning for the provision for special educational needs within the school
8. Use of allocation is reviewed by the SEN core team and school management. The overall allocation is accounted for both from a teacher and student perspective in line with appendix C of DES Circular 70/14
9. Maximising allocation of SNA support for students in classes where care needs are evident.

**Continuum of Support Framework**

In accordance with the Department of Education Guidelines for Post Primary Schools’ - Updated guidelines issued December 2024, the school will implement a three-tiered Continuum of Support framework:

**Subject Classroom Support-All:**

* + Preventative and proactive approaches for all students
  + Emphasis on high-quality teaching and learning for all
  + Early identification of learning difficulties
  + Whole-school approaches to positive behaviour and well-being.

**School Support-Some:**

* + Assessment and intervention for students requiring additional support
  + Targeted teaching and learning strategies
  + Consultation with parents and students
  + Collaborative problem-solving approaches.

**School Support Plus-Few:**

* + Individualised and intensive interventions for students with complex needs
  + Detailed planning and monitoring through Individual Education Plans (IEPs)
  + Multidisciplinary collaboration
  + Regular review of progress and outcomes.

**School-wide Approach to Provision for Students with Special Educational Needs**

**School-wide Planning**

The school will adopt a school-wide approach to planning and implementation of early intervention and prevention programmes. The school-wide approach will involve collaboration across the school community to improve student learning, behaviour and well-being. The school-wide approach will address the full continuum of needs ranging from milder and transient needs to more severe and enduring needs.

**Role of the School Principal**

The Principal will have overall responsibility for ensuring that the special educational needs of students are met. The Principal will take general responsibility for establishing and promoting school-wide policies and procedures which support the learning of all students including those with special needs. In particular the principal will:

* + Oversee a school-wide approach to assessment and screening to identify needs and to allocate resources
  + Engage with feeder primary schools to support the transition of students with special educational needs
  + In collaboration with the in-school management team, deploy staff, allocate resources, organise students and timetable
  + Ensure an efficient system of sharing information of students' needs with subject teachers is in place
  + Facilitate continuing professional development of all teachers in relation to the education of students with special educational needs ensuring also that all school staff understand their roles and responsibilities in this area
  + Form a special education needs team (SEN team) to coordinate the provision of special education in the school
  + Delegate the performance of specific responsibilities to other staff members including the SEN team.

**The Role of the Special Education Needs (SEN) Team**

The SEN team will:

* + Co-ordinate data gathering, screening and testing
  + Plan for the transition of students with special educational needs
  + Develop, implement and review Student Support Plans at each level of the Continuum of Support
  + Assist in the communication of information regarding students' needs to subject teachers, year heads and other relevant staff
  + Liaise with external agencies, NEPS, NCSE and other health professionals
  + Plan and prepare applications for reasonable accommodations (RACE) in the state certified exams
  + Assist in the preparation of applications to the NCSE for access to SNA support
  + Implement evidence-based interventions for literacy, numeracy, and social/emotional development
  + Coordinate small group withdrawal as appropriate.

The SEN team will work closely with the Principal, subject teachers, parents, the guidance counsellor, the pastoral care team and other support structures within the school. Members of the team will provide support to subject teachers to meet students' needs within their classroom and subject areas.

**Role of Subject Teachers**

In line with the Department of Education Guidelines (2017), classroom teachers have primary responsibility for the progress and care of all students in their classroom, including students with special educational needs. Subject teachers will:

* + Implement teaching approaches and methodologies that facilitate the meaningful inclusion of students with special educational needs
  + Include planning for differentiation in their subject planning
  + Contribute to the development and review of Student Support Plans
  + Implement recommendations from the SEN team in their teaching
  + Collaborate with special education teachers and SNAs.

**The Role of the Parent/Guardian**

The school recognises that good parental engagement is a critical factor in enhancing outcomes for students with special educational needs. Parents will be consulted in relation to:

* + The child's needs and strengths
  + The support and strategies being developed to support their children
  + The development of Student Support Plans at each level of the Continuum of Support
  + Reviewing of student progress.

Parents will be invited to attend meetings regarding their child's progress and will be provided with regular updates on their child's development.

**Student Engagement**

The school will regularly review its approach to student engagement and participation so that all students, including those with special educational needs, have opportunities to share their views on issues that affect them in school. Students will be involved in the development of their own support plans, where appropriate.

**Engagement with External Bodies and Agencies**

Where appropriate the school will seek support and guidance from external bodies and agencies such as the National Educational Psychological Service (NEPS), the Special Education Needs Organiser (SENO), the NCSE Support Service, the Inspectorate and allied health professionals. This will be particularly relevant in the case of those students presenting with complex needs. The school will facilitate meetings between parents and these support services where appropriate. The school will endeavour to incorporate relevant recommendations from health professionals in developing support plans at each level of the Continuum of Support.

**Transitions**

The school recognises transitions can be challenging for all students and may pose even greater challenges for children with special educational needs. These transitions include the transition from primary to second level school and the transition from second level onwards. In managing the transition of students with special educational needs from primary to post-primary school, the school will liaise in a timely manner with the parents and the primary school. This may involve some of the following:

* + Meeting between a designated staff member and a representative of the primary school
  + Open evening
  + Peer mentoring
  + Request transfer of School Passport from the primary school
  + One to one meetings between designated staff member and parent (and student) where individual needs of the students are discussed
  + Sharing of information with subject teachers at the start of the academic year
  + Induction session for incoming students.

For students transitioning from post-primary school, the school will:

* + Liaise with relevant third-level institutions or training providers
  + Support applications for disability access routes to higher education
  + Provide guidance on vocational pathways and supports available.

**Role of the Special Needs Assistant (SNA)**

The duties of the SNA are assigned by the Principal in accordance with DES Circular 30/14. The work of the SNA should be supervised by the Principal. Those duties involve **tasks of a non-teaching nature** such as:

* + Provide input with regard to primary care needs for the preparation of Support Plans
  + Assist with care planning
  + Provide assistance and information in relation to care needs for preparation of physiological and school reports and files. Also helping with the gathering of data and information relating to the care needs of SEN students
  + Assist in analysis of attendance for SEN Students
  + Assist transition process in relation to care needs for students from one school to another and from one teacher to another
  + Assisting children to board and alight from school buses. Where necessary, travelling as an escort on school buses may be required
  + Special assistance as necessary for students with particular difficulties e.g. helping physically disabled students with typing or writing
  + Assisting on out-of-school visits, trips to matches, walks and similar activities
  + Assisting the teachers in the supervision of students with special needs during assembly, recreational and dispersal periods
  + Accompanying individuals or small groups who may have to be withdrawn temporarily from the classroom (this may be to provide timeout)
  + Administering approved medication
  + General assistance to the subject teachers, under the direction of the Principal, with duties of a non-teaching nature. Special Needs Assistants may not act either as substitute or temporary teacher. They may assist SEN students to display work, ensuring uniform and use of journal is maintained
  + Participation with school development planning with special reference to SEN students
  + Liaising with subject teacher/resource teachers/Principal
  + Assist in compiling information for staff on the care needs of SEN students
  + Work with teachers to promote independence of students as they progress through the school.

**Models of Support**

In line with the Department of Education Guidelines (2017), the school will implement a range of evidence-based models of support including:

**In-Class Support:**

* + Team teaching
  + One-to-one teaching within the classroom setting

**Withdrawal Support:**

* + Small group instruction for literacy and numeracy
  + Social skills development
  + Life skills and vocational preparation
  + Individual support for students with complex needs.

**Reasonable Accommodations for Certificate Examinations (RACE):**

Identification of students for RACE applications may be made using one or more of the following:

* + Professional reports associated with the student
  + Staff concern forms
  + Expression of parental concern
  + Expression of concern by the student.

**Assessment Strategy:**

* + The preliminary assessment will be the WRAT V reading and spelling
  + Depending on the nature of the accommodation required and if the results of the WRAT V assessment indicate that further assessment is required, reading and/or written assessments may be administered. This may include a reading rate and/or handwriting rate assessment
  + If the rate of candidate error meets the prevailing SEC threshold, then application for the appropriate reasonable accommodation(s) will be made.

**Assessment timeframe:**

* + For Junior Certificate the assessment process for RACE will begin no earlier than the last term of the 2nd year and may carry on until the SEC closing date
  + For Leaving Certificate RACE reactivations, applications will commence no earlier than the beginning of the 1st term in examination year. Where the application is a new application, the process may commence in the 2nd term of 5th year
  + For the purposes of a RACE application a student will in general be assessed using WRAT V once only. However, in borderline/complex cases, consideration may be given to administering a second WRAT V test. A decision to carry out a second test will rest with the SEN team.

**Communication:**

* + Initial phone call to parents to explain the process and seek signature once form is completed
  + The result of a RACE application will be communicated to parents/guardians by issuing a copy of the SEC judgement.

The school does not guarantee to provide reasonable accommodations during in-house examinations; provision of accommodations will be dependent on availability of resources.

**Monitoring and Review**

This policy will be reviewed regularly in light of changing legislation, Department of Education circulars, and the changing needs of students.

The review process will involve consultation with all stakeholders including teaching staff, SNAs, parents, students, and relevant external agencies.

**Appendix 1**

**SEN - One-to-One Teaching Policy**

**Introduction**

This policy document outlines the procedures and guidelines for one-to-one teaching arrangements in St. Ailbe’s Schools. It is designed to ensure the safety and wellbeing of students while facilitating effective educational support for those who require individual attention, particularly students with special educational needs.

**School Preference and Approach**

At St. Ailbe's School, it is our preference to use small groups, however, if it is deemed appropriate for an individual, one-to-one teaching may be provided.

**Safety Measures and Boundaries**

Every effort should be made to ensure the protection of children and staff. It is crucial that clear boundaries are put in place and wherever possible one-to-one teaching will take place in a classroom with a clear glass panel and/or with the room door left open.

**Parental Communication**

If a child needs learning or other support on a one-to-one basis, parents will be advised of arrangements in place.

**Guidelines for One-to-One Teaching Arrangements**

**Only in exceptional circumstances will students receive additional support in the form of individual withdrawal and this will ideally occur on a short-term basis only.**

**1. Identification and Assessment**

* + One-to-one teaching should be based on ongoing monitoring of students, recommendations from teaching staff and the SEN team.
  + Record of support will be recorded by the SEN team.
  + Regular reviews must be conducted to determine continued need for one-to-one support.

**2. Planning and Implementation**

* + Teaching approaches should be evidence-based and tailored to individual needs.
  + Regular communication with parents/guardians regarding progress is essential.
  + Collaboration between special education teachers and mainstream teachers must be maintained.

**3. Safety and Safeguarding**

* + One-to-one teaching should take place in rooms with visual access, where possible (e.g. glass panels in doors).
  + Timetables for one-to-one teaching should be recorded and communicated to school management.
  + Parents/guardians should be informed regarding one-to-one teaching arrangements.

**4. Allocation of Resources**

As per the Special Education Teaching Allocation Model (2017, updated 2019):

* + Schools receive an overall allocation of special education teaching hours based on their profile
  + School management determines the distribution of these resources, including one-to-one teaching
  + Decisions about allocating one-to-one support should be made through a collaborative, school-based process
  + Priority should be given to students with the greatest level of need.

**5. Documentation and Monitoring**

* + Schools must maintain records of all one-to-one teaching arrangements.
  + Regular reviews of student progress should be documented.
  + The effectiveness of interventions should be evaluated systematically.

**Teacher Responsibilities**

1. Maintain professional boundaries in all one-to-one teaching scenarios.
2. Keep accurate records of all one-to-one sessions.
3. Regularly communicate with parents/guardians and other relevant staff.
4. Participate in relevant continuing professional development.

**Conclusion**

One-to-one teaching remains an important element in supporting students with special educational needs in mainstream post-primary schools. When implemented with proper safeguards, planning, and review mechanisms, it can provide valuable opportunities for personalised learning while preparing students for greater independence and inclusion in mainstream settings. At St Ailbe's School, we prioritise small group instruction when possible, but recognise the importance of one-to-one teaching in specific circumstances, always ensuring that appropriate child protection measures are in place.

**Appendix 2**

**Assistive Technology Policy**

**Introduction**

Assistive Technology (AT) plays a critical role in supporting students with additional learning needs by facilitating access to the curriculum, fostering independence, and enhancing engagement in learning. This policy outlines the school’s approach to the identification, provision, and management of Assistive Technology in line with the National Council for Special Education (NCSE) and the Department of Education guidelines.

**Aims & Objectives**

The purpose of this policy is to:

* Ensure the appropriate and effective use of Assistive Technology to support students with SEN.
* Comply with NCSE and Department of Education criteria for AT provision and use.
* Outline the process for requesting, acquiring, and implementing Assistive Technology.
* Provide guidance on staff training, maintenance, and evaluation of AT use.

**Identification & Assessment of Needs**

The process of identifying a student's need for Assistive Technology involves:

1. Assessment by a relevant professional (e.g. an Educational Psychologist, Occupational Therapist, Speech and Language Therapist) confirming the need for AT to access the curriculum.
2. Consultation with SEN team, subject teachers, parents, and the student to determine specific AT requirements.
3. Application to the NCSE through the Special Education Needs Organiser (SENO) for approval and funding.
4. Review of existing school resources to determine availability of suitable AT before seeking external funding.

**4. Procurement & Allocation**

AT is procured through the NCSE/Department of Education funding scheme based on an approved assessment.

* The school ensures that AT is allocated to the student as soon as it is received.
* AT remains the property of St. Ailbe’s School and must be returned if no longer required.

**5. Implementation & Training**

* Training for Students: Where appropriate, students may receive AT training to ensure effective usage.
* Parental Support: Parents are encouraged to engage with the school on the use of AT at home where relevant.
* Classroom Integration: Where possible classes will be dedicated to support students in the use of their assistive technology. However, parents and students are responsible for developing and maintaining typing skills. We recommend www.typing.com, a free online typing tutorial. UCC run workshops in assistive technology for students and parents. More information can be found on [www.ucc.ie/en/access/community-outreach/assistive-technology/training/](http://www.ucc.ie/en/access/community-outreach/assistive-technology/training/)

**6. Management & Maintenance**

* Storage & Security: AT is securely stored when not in use.
* Technical Support: IT support is available for troubleshooting and maintenance.
* Software Updates & Upgrades: Regular checks are conducted to ensure AT is functioning optimally.