

SWAN&SEE Staff

Types & Subtypes provide a structure for Pastoral Care records. Types & Subtypes should *inform* record creators about which to choose based on the record they are creating.

[Please refer to the SWAN Evidence Chapter for NCCD details](#)

Evidence

Author: *SWAN Staff*

Target Audience: *SWAN Coordinator, HOTL, Head of Learning Enrichment (TBC), NCCD Audit*

Purpose & Description: *A record of evidence of: assessed individual needs, student adjustment, consultation / collaboration, teacher planning, monitor & review*

Clarification required. This record type may be redundant as it could be captured as a TAG in PC reporting **but** will service as a 'general' evidence record type for SWAN staff when used with SWAN-Evidence TAGs.

Evidence - TA Secondary Notes

Author: *SWAN Staff*

Target Audience: *SWAN Coordinator, HOTL, NCCD Audit*

Purpose & Description: *A record of evidence of lesson notes recorded by SWAN Teacher Aides who are in class with students supporting their learning needs. This is an example of adjustments & monitoring & review.*

EAL/D

Author: *SWAN Staff*

Target Audience: *SWAN Coordinator, HOTL, NCCD Audit*

Purpose & Description: *Records relating to English as a Second Language or Dialect (EAL-D). This includes observations and notes about EAL-D students, Bandscale Report.*

Clarification required. What other entry types might be added here?

NCCD Forms

Author: *SWAN Staff*

Target Audience: *SWAN Coordinator, HOTL, NCCD Audit*

Purpose & Description: *A special record type that is an internal audit tool ('form') for checking that a student has sufficient evidence to qualify for:*

- *Physical / Cognitive / Social-Emotional / Sensory*
- *QDTP (Quality Differentiated Teaching Practice) / Supplementary / Substantial / Extensive*

Clarification required. This record type may be redundant or not required. Value in the record type - but some double up in the template.

Assessed Individual Needs

Author: *SWAN Staff*

Target Audience: *SWAN Coordinator, HOTL, NCCD Audit*

Purpose & Description: *A single-record-entry per SWAN student that lists documents that collect evidence of 'assessed individual needs'.*

Clarification required. This record type may be redundant as it could be captured as a TAG in PC reporting: SWAN-Evidence-Assessed Individual Needs. Also, it is a clumsy looking record type that is not easy to engage with for multiple evidence types. Better to delete this record type and retain 'Evidence' + use of TAGs for SWAN Evidence entry.

Feedback from Sec SWAN - value esp. for medical reports / etc. that are collected but don't form part of the NCCD evidence. May be a double up of 'Stakeholder Communication'....

IEP-PRI

Author: *Primary SWAN Staff*

Target Audience: *SWAN Coordinator, HOTL, NCCD Audit, Class Teacher, (Parent)*

Purpose & Description: *A single-record-entry per SWAN student that requires an IEP (Individual Education Plan).*

Currently the included template is not being used in-line, in service of a word processing template (Word or Google Docs) that can be easily collaborated on and shared with Class Teacher + Parent + SWAN staff.

This record and linked document is worked on in draft form between the Class Teacher & SWAN Staff.

Once the 'draft' is complete, it is then shared with parents.

Support Plan-PRI

Author: *Primary SWAN Staff*

Target Audience: *SWAN Coordinator, HOTL, NCCD Audit, Class Teacher, (Parent)*

Purpose & Description: *A single-record-entry per SWAN student that requires an IEP (Individual Education Plan).*

Currently the included template is not being used in-line, in service of a word processing template (Word or Google Docs) that can be easily collaborated on and shared with Class Teacher + Parent + SWAN staff.

This record and linked document is worked on in draft form between the Class Teacher & SWAN Staff.

Once the 'draft' is complete, it is then shared with parents.

IEP-SEC

Author: *Secondary SWAN Staff*

Target Audience: *SWAN Coordinator, HOTL, NCCD Audit, Class Teachers, Child Safety Services (External Body)*

Purpose & Description: *A single-record-entry per SWAN student that requires an Individual Education Plan*

This document is worked on in draft form between the Class Teacher & SWAN Staff.

Once the 'draft' is complete, it is then shared with parents.

Support Plan-SEC

Author: *Secondary SWAN Staff*

Target Audience: *SWAN Coordinator, HOTL, NCCD Audit, Class Teachers, Child Safety Services (External Body)*

Purpose & Description: *A single-record-entry per SWAN student that requires a Support Plan*

This document is worked on in draft form between the Class Teacher & SWAN Staff.

Once the 'draft' is complete, it is then shared with parents.

ESP

Author: *Secondary SWAN Staff*

Target Audience: *SWAN Coordinator, HOTL, NCCD Audit, Class Teachers, Child Safety Services (External Body) + Child Safety Officer (CSO)*

Purpose & Description: *A single-record-entry per SWAN student that requires a Education Support Plan (ESP). This document needs to be printed as a hard copy for engagement with Child Safety Services (external Government department).*

[Information about Education Support Plans can be found here.](#)

SWAN Profile

Author: API User (Automation)

Target Audience: College Teaching Staff & Support Workers

Purpose & Description: A special **automated** single-record-entry per SWAN student that shows a student profile including diagnosis, suggested adjustments and intervention programs they are involved in.

Note to CHO - write up the workflow for GRIST -> SWAN Profile Creation including logs.

The SWAN Profile is **automated** using data from the GRIST SWAN Students database which aggregates to Schoolbox class pages and Pastoral Care.

Using TAGs for SWAN Evidence

Fold out below for more information.

Additional - TAGGING SWAN-Evidence

This is a duplication of content from [SWAN->Evidence](#)

All evidence is recorded in Schoolbox Pastoral Care as 'PC Records' and is then tagged where appropriate with the following 'TAGS':

1. SWAN-Evidence-Assessed Individual Needs
2. SWAN-Evidence-Adjustments
3. SWAN-Evidence-Monitoring & Review
4. SWAN-Evidence-Consultation & Collaboration

This allows for records to have multiple TAGs and reduces the need for records to be duplicated. For example:

- an email chain between parents and teachers may include:

- evidence of assessed individual needs
 - parental report of disability in conjunction with evidence of an assessed individual need
- evidence of adjustments
 - teacher reply with adjustments made in class
- evidence of monitoring & review
 - modifications made to the adjustment over time including reflections
- evidence of consultation & collaboration
 - the email chain itself

An email chain of this nature can include all of the 'SWAN-Evidence' tags above.

SWAN staff are able to retrospectively apply TAGs where appropriate leading up to an audit.

Below is a breakdown of the different types of evidence and examples of what is included in each type.

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