

Tips for completing the whole school provision map

Do

- **Highlight the whole school provision map to show which provision the applicant is currently receiving. This is really important, because it demonstrates how the funding requested is adding to what is already being provided.**
- Keep the key principles clear and concise, these should feed into the objectives (what you intend to do) and the OAP provision (how you are going to do it).
- Consider the distribution of provision and how this compares to the primary needs of your cohort eg if the notional SEN budget is £200,000 and 25% of the pupils have cognition and learning needs, spending £2000 on provision for this area does not reflect the level of need. It doesn't have to be an exact percentage match, as some types of need cost more, but consider this when completing the plan.
- Check that the distribution and type of provision matches the challenges and targets which have been set for the year. If communication and interaction is a priority, but the majority of resources support SEMH, it is going to be harder to demonstrate the impact against the objectives.
- Check that the totals for each area of need adds up. Check the four totals match the notional SEN budget.
- Explain and demonstrate costs for training eg Team Teach training £1260 per member of staff, rather than writing staff training and an amount.
- If a contingency budget is included, eg provision for refugee or asylum seekers who can arrive at any point, make sure you demonstrate how the cost has been calculated eg estimate the cost of a package of support for one pupil and based on previous years.
- If using a contingency budget, demonstrate how the money will be spent in the event that it is not required.
- If shortfall for an EHCP or EHCNA is being covered through element 2, state how much that child currently receives and cost out the items **in the EHCP** which are being funded through element 2.
- Use the data taken from your MIS system to reflect the school overview from the autumn census
- When detailing the delivery for a planned intervention, ensure that you include who and how many sessions.

Don't

- Add items that aren't Ordinarily Available provision eg
 - SENDCO cost – this comes from your core spend
 - Provision such as guided reading which is delivered to all students
 - Accessibility resources such as hoists, stairlifts etc. This should come from your capital budget
- Add too many challenges. It's tempting to list everything, but remember, this is a plan for one year. Pick the key issues that will be tackled this year.
- Use the costs provided for top up on the local offer website. The notional SEN budget should be calculated using actual costs.
- Include provision which is funded from the Pupil Premium budget or any other funding stream.

Examples of how to complete the whole school provision map costings

Communication and Interaction

Budgeted cost: **£ 8714.88**

Need	Provision	Delivery	Cost
<i>Difficulties saying or expressing what they want to and/or difficulties in being understood (comprehension).</i>	Small group or individual language sessions delivered by teaching staff. Social detectives	1.5hrs x £20.85 TA x 1 x 45.4 weeks 2.5hrs x £22 TA x 45.4 weeks	£1419.89 £2497 = £3916.89
<i>Difficulties saying or expressing what they want to and/or difficulties in being understood (comprehension).</i>	WellComm staff training (1 hour) Cover salary for staff to attend	SENDCO delivering training to 4 TAs, 2 HLTAs, 1 Learning Mentor. 4x TA £20.85 2 x HLTA £29.37 1 x LM £28.02	= £170.34
<i>Communication need – visuals to support communication and understanding</i>	Communicate in print software	One off purchase of software for the year	£99
<i>Difficulties with imagination Anxiety in busy unpredictable environments</i>	TA supervision of: Now (you are doing this) and Next (you are going to be doing that) boards. Personalised visual timetable to be used in setting. Preparation for change of activity or routine.	15 mins (0.25) h x £19 TA x 5 days x 45.4 weeks (for 1 child)	£1078.25
<i>Difficulties saying or expressing what they want to and/or difficulties in being understood (comprehension).</i>	Small group or individual language sessions delivered by teaching staff. Time to talk (8 children for 10 to 12 week block, up to 24 children over the year)	4 hours x £19 TA x 45.4 weeks	£3450.40

Cognition and Learning

Budgeted cost: £5430.82

Need	Provision	Delivery	Cost
<p><i>Specific learning difficulties affecting one or more specific aspect of learning (for example, literacy difficulties, numeracy difficulties or specific language impairment).</i></p> <p>Maths</p>	<p>Numbersense annual subscriptions + staff training</p>		= £249.00
<p><i>Specific learning difficulties affecting one or more specific aspect of learning (for example, literacy difficulties, numeracy difficulties or specific language impairment).</i></p> <p>Maths</p>	<p>Numbersense Maths interventions</p> <p>8 children for 10 -12 week block.</p> <p>Up to 24 children over the year</p>	<p>0.5hr x £19 TA x5 x45.4 weeks</p>	£2156.50
<p><i>Generalised learning difficulties for example, difficulties across the curriculum but with some areas of strength. Children with an uneven profile of skills and attainment.</i></p> <p>Spelling</p>	<p>Evidence based interventions to develop skills. For example, spelling, handwriting, literacy, numeracy.</p> <p>Nessy subscription</p>		£330
<p><i>Specific learning difficulties affecting one or more specific aspect of learning (for example, literacy difficulties, numeracy difficulties or specific language impairment).</i></p>	<p>Evidence based interventions to develop skills. For example, spelling, handwriting, literacy, numeracy.</p> <p>Colourful Semantics – 2 children 1-1</p>	<p>0.5hr x £19 TA x 5 x 45.4 weeks</p>	£2156.50
<p><i>Specific learning difficulties affecting one or more specific aspect of learning (for example, literacy difficulties, numeracy difficulties or specific language impairment).</i></p>	<p><i>Simple presentation changes, for example, font, coloured paper, line spacing, lighting, overlays, adaptation and technology.</i></p> <p><i>+ resources (purchasing overlays) £14.99 per pack</i></p>	<p>£14.99 x 3</p> <p>Screening of coloured overlays each year £20.85 x 3 hours</p>	<p>£44.97</p> <p>£62.55</p>

Social, Emotional and Mental Health

Budgeted cost: £ 17484.10

Need	Provision	Delivery	Cost
<i>SEMH Emotional literacy</i>	ELSA training ELSA supervision	6.5hrs x £22 TA x 6 days 3hrs x £22x 6 Training fee £1000	£858 £396 £1000 = £2254
<i>SEMH Presenting with challenging and or dysregulated behaviour, for example, refusal to follow instructions, aggression, and damage to property</i>	Emotional literary strategies Learning mentor 1-1 sessions x 3 weekly (x5 children) Learning mentor 1-1 sessions x 1 weekly (x3 children)	Learning mentor 1.5hrs x £28.02 45.4 weeks x 5 children. Learning mentor 0.5hrs x £28.02 x 45.4 weeks x 3 children.	= 9540.81 = £2544.21 = £12085.02
<i>Presenting as withdrawn or isolated and unwilling or unable to participate.</i>	Talkabout intervention programme - small group work: friendship or social skills (x4 children for 10-12 weeks) 12 children over the whole year	1 hr x £20.85 TA x 45.4 weeks cost of book £41.99	£988.58
Presenting with challenging and or dysregulated behaviour, for example, refusal to follow instructions, aggression, and damage to property	Sensory break: to allow time for movement or breaks to focused working. 7 children over the year	2.5 hours x £19 x 45.4 weeks	£2156.50

Physical and Sensory

Budgeted cost: £ 16183.49

Need	Provision	Delivery	Cost
<i>Physical sensitivity including hyper (over) and hypo (under) responses and possible Sensory Processing Difficulties (SPD).</i>	Resources: Trampoline x 1 £44.99 Wedge cushions x 5 £58.95 Chair therabands x 3 £29.97 Ergonomic writing slope x 1 £20.68 Writing aid pencil grips x 2 £13.90 Balance board x 4 £51.96 Weighted shoulder companion x 1 £38.99		£259.44
<i>Physical sensitivity including hyper (over) and hypo (under) responses and possible Sensory Processing Difficulties (SPD).</i>	Workouts and or sensory integration activities as advised by an OT programme. Sensory circuits 10 children	1.5rs x £20.85 x 45.4 weeks (x10 children)	£14198.85
<i>VI</i>	TA support to enlarge or adapt materials for 1 student	1hr x £19x 45.4 weeks	£862.60
<i>HI</i>	TA support to manage hearing aids(distribution and charging)	1hr x £19x 45.4 weeks	£862.60