

Preparing for a SEND Strategy Session

Use this checklist to arrive with one clear priority, the most useful evidence and a realistic definition of progress. You do not need perfect paperwork.

1. Name the immediate goal

What is the one decision or question you most need the session to clarify?

If the session is useful, what will be different in the next 2-6 weeks?

2. Start with strengths

List interests, relationships, routines, subjects or environments that help the learner engage.

3. Describe the main learning or access barriers

Focus on what is observable: when, where and how the difficulty appears. Avoid trying to supply a diagnosis.

4. Record what has already been tried

Note the support, how long it was used, and the learner's response. Include what partly worked.

Support or adjustment	Learner response / evidence

Documents and practical details

5. Select up to five useful documents

More paperwork is not necessarily better. Choose the most current and decision-relevant items.

- ☐ Latest support plan, EHCP or provision summary
- ☐ Recent progress report or assessment summary
- ☐ One key school or provider communication
- ☐ Relevant work sample
- ☐ Short timeline of important changes

6. Map people and responsibilities

Who is involved now, what do they do, and who can agree the next action?

7. Write your questions for the session

8. Bring a realistic next-step view

- ☐ A simple timeline of what has happened
- ☐ Your top priorities in order
- ☐ Availability and practical constraints
- ☐ What feels achievable over the next 2-6 weeks

Scope and safety: Brilliance Bridge provides fixed-scope educational support. The Sprint does not include diagnosis, therapy, legal advice, EHCP representation, emergency or crisis support. Do not email sensitive documents until fit has been confirmed and secure sharing instructions have been provided.