Quick start guide

Getting started with Plans
Plan management in Provision Map

Provision Map allows you to create and manage Individual Education Plans (IEPs) that are unique to a specific pupil’s needs. This Quick Start guide will demonstrate how to set up a plan for a pupil and review them.

Plan menu tab

Depending on the permissions enabled for your account, you will see a list of options similar to those shown on the left.

To create a new plan click create a plan. You will then be presented with the screen below and a searchable list of pupils.

Creating a plan

Select your chosen pupil by enabling the checkbox next to their name and clicking create a new plan.

If a pupil already has an existing plan, you will be given the options to create a new plan or edit their existing one. The existing plan will be archived when creating a new plan.
You will then be directed to the edit plan screen. The first section of a plan houses the pupil’s core data such as date of birth, Pupil ID and SEN Stage. It is also where the teacher associated with the plan is assigned, along with the plan’s start and review dates.

The Assess section allows you to enter Areas of concern and strength. You can also add plan field data such as Reading age or CAT Score to the Learning Plan. To add a custom field, go to the Add Field drop down menu and choose Custom.
In the next section you can add targets, success criteria, strategies & provisions and involved staff. Blank targets can be added or you can use targets that exist in the target library, where each item can be edited.

Below this section, you are able to summarise your targets and document parental and pupil contribution. You can add additional text area information by clicking the add additional field button.
If your school’s Provision Map account has provisions enabled, you will be able to see which provisions the pupil has been assigned to. You are also able to directly assign them to a provision by clicking the assign pupil to a provision button.

The Files section is for attaching any relevant documents to the Learning Plan, such as reports from external consultants. You can also upload files confidentially, for restricting sensitive information to specific teachers. For more information on confidentiality please see our Quick Start Guide on confidentiality.

This section shows a historical list of other plans that this pupil has had in the past. The pupil’s active plan is indicated with a Yes in the current plan column.
The Passport section will display any pupil passports that have been created about the pupil.

The final section is Parental involvement, where you can choose to allow parents to view the plan and enable them to share comments on their child’s progress. Provision Map users can add their own comments using the text box. Comments will appear on the homepage under the Recent Parental Comments section.
Plan options

In the top right hand corner of the plan screen, you will see the selection of buttons shown below. These additional settings will allow you to perform certain actions with your plan.

![Plan Options Buttons]

Publish

When you have finished entering pupils details for a newly created plan, click publish to save the plan. The saved plan will then appear in your list of active plans. When you make changes to your plan once it has been published, this button will display save instead.

Print

Clicking the print button allows you to print your plan into a more readable pdf format. This pdf includes core pupil information, the plan outline, the plan targets, any assigned provisions and meeting logs regarding the pupil.

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## Learning Plan for Bill Açıktan - 3

**Stage:** EHC Plan

**Date of birth:** 11/6/1998  **Gender:** Male  **Pupil ID:** 8320290107001  **Year group:** 11  **Tutor Group:** 11A

**Start date:** 16/2/2017  **Review date:** 30/6/2017  **Teacher:** Mr Demo School

**Areas of concern:** Bill struggles with Cognition and Learning Needs. His latest CAT assessment is significantly below the score expected for a pupil of his age, Cognition and Learning Needs

**Areas of strength:** Bill is a keen sportsman and also has a good group of friends.

**First language:** ENG  **FSM:** yes  **Medical:** no  **In care:** no  **Ethnic background:** WENG  **PP:** yes  **7 catch up:** no

**Attendance:** 100.0%

**Reading age:** Basic  **Verbal Reasoning Score:** 10.1  **Spelling Age:** 11.2  **ICT Behaviour:** A  **CAT:** Advanced

This plan is intended to help Bill develop his cognition and learning skills.

### Area of concern | Target | New title | Strategies & Provisions | Key Staff
---|---|---|---|---
**Speaking** | To speak at an appropriate volume. | Listener can understand what is being said. | Model good speech delivery, software packages. | Mrs Anita Abell

**Literacy** | To know that some letters are silent. | Achieved when tested 4 out of 6 occasions. | Worksheet exercises, software, group work, brain gym, daily rehearsal, reading schemes, spelling programmes. | Mrs Rachel Cooke

**Dyslexia** | Use similes and metaphors to improve your descriptions. | Improvement in quality and quantity of written work. | Role-modelling, Discussion of text and use of similes and metaphors and their use. | Mr Geraint Davies

**Dyslexia** | Learn to spell nonsense words. | Demonstrates secure phoneme awareness. | Dictation exercises, software games. |
Review

You can review your plans to evaluate how effectively the pupil is progressing. You’ll be able to specify who reviewed the plan and when, as well as create multiple reviews for the same plan.

To review a plan select an outcome that best describes the end result (-2 being significantly less than expected, +2 being significantly more than expected). You can then add notes regarding the outcome, provide a summary of the review and enter parental and pupil comments if applicable.

Archive

To remove a plan as the active plan but still keep a historical record of it, you can archive it. You can find archived plans in the plan section of a pupil’s active plan or profile. Clicking on the archive button will allow you to replace the plan with a blank one, clone the plan, or permanently delete the plan.

Next Plan / Previous Plan

Clicking on the next and previous arrows will cycle through displaying available plans.
Further support

Please do not hesitate to get in touch if you need more support or training. support@edukey.co.uk

Our Products

www.classcharts.com

Class Charts offers an easy solution to seating plans and behaviour management, reducing the workload for teachers.

www.literacyassessment.co.uk

This system quickly assesses the literacy standards of groups of pupils & tracks progress over time.

www.schoolrobins.com

School Robins is a powerful communications tool designed for school leaders. It removes the paper trail of round robins.