

What is an Individual Education Plan?

Liverpool Parent Partnership Service



What is an Individual Education Plan?

An **Individual Education Plan** or **IEP** (sometimes called an Individual Behaviour Plan – IBP) is a special programme written by the school or nursery so that a child can work at improving their skills and knowledge at their own pace.

The Special Educational Needs Co-ordinator (SENCO) and other staff should talk to parents about the **IEP** they are developing for the child. Parents should be included in drawing up the **IEP** and be given a copy. They should also sign it to show agreement with it.



The IEP should only detail that which is different or additional from the differentiated curriculum that is in place for all children.

The **IEP** will set learning targets and it is important that they are:

SMART

- **Specific** - the targets are precise;
- **Measurable** - it can be seen that the targets can be achieved;
- **Agreed by all** - parents, staff and child
- **Realistic** - can be achieved by the child
- **Time related** - the targets would be met in a set time.



The SENCO and other staff should talk to the parents about the IEP that is being developed for the child.

The **IEP** should include the following:

- A description of the child's special needs;
- The targets to be achieved;
- The time for the targets to be achieved in;



- The educational provision - staff involved, frequency of support, special programmes, activities, materials;
- Help from home;
- Input from the pupil;
- Review date;
- Any other support - counselling, medical;
- Monitoring and assessment arrangements;

An **IEP** should be a short document.

Reading an IEP

Do you think:

- The targets match the child's needs?
- The targets are suitable?

The targets are attainable?

An IEP should be reviewed at least twice a year, ideally every term.

If you are in doubt about anything **ASK** your child's class teacher, the SENCO or call the Parent Partnership Service.



Notes

Have Your Say

Please let us know any comments you may have about this leaflet by contacting the Parent Partnership Service or by completing and returning a 'Have your say' leaflet, which is available from libraries, City Council offices or from **Liverpool Direct** – Tel: 0151 233 3000 Or email:

parentpartnership@liverpool.gov.uk

Further copies of this and other leaflets are available from the Parent Partnership Service.

This leaflet is also available in large print on request. Some of our leaflets are also available in community languages on request.

Data Protection

Although we are part of Liverpool City Council's Children's and Young Peoples' Service, any record we make of your contact with us is confidential to the Parent Partnership Service except where you agree to us talking with other agencies, or if a child is at risk.

Further Contacts

If you need any further information, advice or support please contact:

Parent Partnership Service

Room 226 Municipal Buildings
Dale Street
Liverpool
L2 2DH

Tel: 0151 233 0496

Email: parentpartnership@liverpool.gov.uk

Website

<http://liverpool.gov.uk/schools-and-learning/special-educational-needs/parent-partnership-service>

February 2013

We update these leaflets regularly. If this date is more than 3 months ago and you were given the leaflet by someone other than Parent Partnership you may want to call us to check it is up-to-date.