

At Stowmarket High School, all students on the SEND will have a Pupil Passport. This is a useful person-centred document and incorporates the students name, year group and form and has a photograph of the student on it. It contains the following sections:

1. My Data
  - In this section, pupil data, including KS2 SATs results and any standard age scores achieved, are recorded.
2. My Learning Profile
  - In this section, the specific needs of a pupil are described.
3. Learning Strategies
  - Within this section, suggested adaptations for teachers are given that will enable a pupil to access their learning more easily and effectively.
4. Reasonable Adjustments
  - Reasonable adjustments, e.g., use of a timeout pass or fidget pass, are listed here.
5. My Goals and Supporting Myself to Achieve Them
  - Students are given the opportunity to set themselves a goal to achieve before the next review of their Pupil Passport – these are then made available to staff when the document is shared so they can support and encourage pupils.
6. Teacher Comments
  - This section is left blank for teachers to write their own comments and suggestions for pupil support – passports are then collected in advance of review and these comments may inform adjustments made to the document.

The pupil passport is a useful vehicle for meaningful discussion around learning between the teacher, the student, and their families. It involves the family in positive discussions around effective approaches to enable better engagement and learning.

At Stowmarket High School the passport gives the teacher and student a number of strategies to choose from so that they can be supported in class. Not every strategy should be used in every lesson.

This document is student focused, the information contained in the passport is easily accessible and offers a purposeful way of sharing important information. It is a working document which is updated throughout the year.

Families can contact the SEND team to discuss a pupil passport at any point throughout the year to discuss and update a passport, however they will be invited to two pupil passport evenings each academic year.



Pupil Passports are added to Go4schools, which means that every member of staff has access to them and families may view their child's pupil passport through GO4Schools.

If you wish to discuss a passport further, or believe your child would benefit from SEND support, contact the SENCo Rachel Orton ([r.orton@stowhigh.com](mailto:r.orton@stowhigh.com)) or SENCo Assistant Terri Gerrard ([t.gerrard@stowhigh.com](mailto:t.gerrard@stowhigh.com)).