



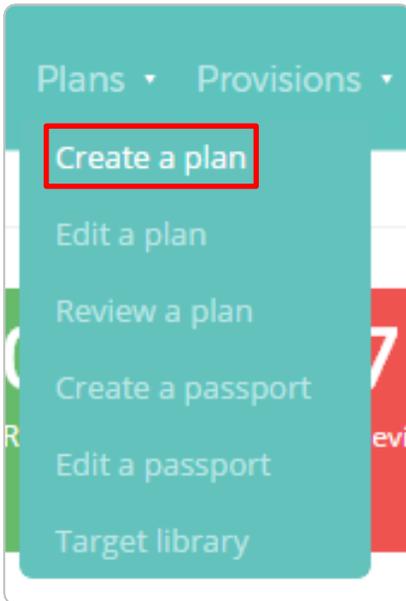
ProvisionMap

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.

Create new plan

Find Pupils

Search by name:	<input type="text"/>	<input type="radio"/>	Robert Adrianson	9	9B
Search by year group:	<input type="text"/>	<input type="radio"/>	Brian Affelay	9	9C
	Show all	<input type="radio"/>	Alexis Affleck	9	9D
Search by tutor group:	<input type="text"/>	<input checked="" type="radio"/>	Joe Agathocleous	10	10E
	Show all	<input type="radio"/>	Carina Ahmad	10	10B
Search by in care:	<input type="text"/>	<input type="radio"/>	Ackmar Ahmed	11	11E
	Show all	<input type="radio"/>	Zoe Ainsworth	13	N

Joe Agathocleous

There is no plan currently assigned to this pupil.

[Create a plan now](#)

Learning Plan for Grenetta Abbey [change template](#)

Stage: **K** [Change](#)

Date of birth:

27/5/2016



Gender:

Female



Pupil ID:

B823432110001

Tutor group:

11F



Year group:

11

Teacher:

*Mr Example Teacher



Start date:

14/2/2017



Review date: Required

15/5/2017



This is a confidential document.

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](#).

Assess

Areas of concern:

Bill struggles with Cognition and Learning Needs. His latest CAT assessment is significantly below the score expected for a pupil his age.

Areas of strength:

Bill is a keen sportsman, in particular football and also has a good group of friends. He enjoys interactive learning and playing games on his Ipad.

Reading age

C

[Remove](#)

Spelling age

12

[Remove](#)

English ATL

C

[Remove](#)

Art Effort

B

[Remove](#)

Add field

Select field. ▾

[add field](#)

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](#).

Plan					
Area of Concern	Target	Desired outcome	Strategies & Provisions		
edit	Decoding To develop instant recognition of high frequency words.	Achieved in 1 weeks. edit	Flashcards, bingo, games, classroom posters, labels, sticky notes. edit	Mrs Carole Jacobson remove Mr Christopher Jones remove	Select add
edit	Listening Show that you are listening by giving the speaker your attention.	Observed on 1 occasions. edit	Seating plan, ensuring pupil has good view of speaker. edit	Mr Clark Kent remove Mrs Carole Jacobson remove	Select add
edit	Dyslexia Learn to spell high frequency words.	Correct spelling of high frequency words. edit	Flashcards, bingo, software. edit	Mr George James remove Ms Anne Little remove	Select add

[add target from the library](#)
[add blank target](#)
[reorder](#)

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.

Summary (displayed above targets):

Bill struggles with dyslexia and often needs support with his spelling and numeracy.

Parental contribution:

I am happy with the targets that have been set for Bill. We will both monitor his homework tasks and make sure they are completed on time.

Pupil contribution:

I am enjoying the provisions I am working on and I feel I am improving

SENCO input ✎ 🗑

Review due soon - 30/03/2017

LSA comments ✎ 🗑

Responding well to targets - better spelling and is becoming familiar with vowels. He still struggles pronouncing some words and is not confident reading to other children.

[add additional field](#)

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.

Provisions

Name	Area of concern	Start date	End date
 Accelerad	Cognition and Learning Needs	3	
 Social development	Social, Emotional and Mental Health Difficulties	8/11/2016	13/12/2016

[assign pupil to a provision](#)

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.

Files

Name	Time uploaded	Type
 28214.jpg	20/2/2017 10:42	Plan document

[Upload a file](#) [Upload a confidential file](#)

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](#).

Plans for Grenetta Abbey

Areas of concern	Start date	Review date	Current plan
 Dyslexia Support	17/2/2017	18/5/2017	No
 Grammar Support	17/2/2017	18/5/2017	Yes

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.

Pupil passports

Date	Current passport
14/2/2017	Yes

The Passport section will display any pupil [passports](#) that have been created about the pupil.

Parental involvement

- Allow parental communications
- Share active plan (read only) with parents

To invite parent to collaborate, please provide them with the following details.

URL: <https://edukeyapp.com/parent>

Access code: 7CDDU5ESESEW

[Download printable invitation](#)

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.

Messages

Mr Example Teacher <i>(teacher)</i> 21/2/2017 10:17	This is a third comment
Test <i>(parent)</i> 9/1/2017 15:54	This is a comment
Test <i>(parent)</i> 9/1/2017 15:55	This is a second comment

Leave a comment:

All comments will be shared with all involved parties

[Add comment](#)

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.



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.

Learning Plan for Bill Açıktön - Demo School 14 - 3 1

Your Logo
Here 

Learning Plan for Bill Açıktön - 3

Stage: **EHC Plan**

Date of birth: 11/6/1998 Gender: Male Pupil ID: J820200107001 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 Yr 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.

Learning Plan Review: Graham Abbess

Review date: Reviewed by:

Area of concern	Target	Desired outcome	Strategies & Provisions	Outcome	Notes
VI (Visual Impairment)	Wear spectacles as prescribed.	Observed by Learning Support Assistant/teachers.	Learning Support Assistant to remind pupil to wear spectacles when necessary.	+1 — Mc	Must remember to wear them daily
Set outcome for all targets to:				<input type="text"/>	

Review summary:

Parental comments:

Pupil comments:

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

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