



- [Home](#)
- [Resources](#)
- [Events](#)
- [Jobs](#)
- [Business](#)

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- [overview](#)
- [classroom use](#)
- [content and design](#)
- [publisher's info](#)

[Search » Evaluation » Classroom use](#)

## SEN Diary

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### Classroom use

#### Context

This was evaluated in a large secondary mainstream school with a designated special unit for pupil's with physical disabilities. After extended use the benefits of the system became more apparent. Its use to track pupils progress was particularly valuable as were the prompts to remind me of key dates relative to the pupil, e.g. review dates and the need to update tests, etc.

#### Labour saving aspects

It is possible to produce lists of pupils under any of the headings or categories e.g. pupils at a certain stage of the Code of Practice, pupils in a certain year group, etc. It will produce lists as required for the PLASC data collection. However it is not possible to input this directly into SIMS which would be used to collect and send this data. There is a useful printable appendix which can be used to gather the necessary information on pupils before inputting data and which gives highlighted required data boxes. Version 2 offers the possibility to include considerably more data on the check lists. This enabled me to include further information on pupils transferring from primary school including data on reading and spelling ages, Key Stage 2 Sats results, more detailed information on a pupil's needs and the resources being deployed to meet them. It is relatively simple to add to or change these details when required.

#### Special Needs

The software is specifically designed to address the needs of Sencos working with pupils with special educational needs. It facilitates the recording of information about the pupils on the school's Special Educational Needs Register including their needs, IEPs and details of their reviews. By double-clicking on an IEP diary entry an IEP document can be created/viewed/modified. The pupil's name, class, etc, are inserted automatically – all that is required is for the review date and targets to be entered. You can start with a blank set of targets or create your own target templates. The IEPs can be stored on the school network with a separate folder for each teacher's pupils. The IEP is a Microsoft Word document so requires zero training for colleagues to edit.

#### Assessment and pupil tracking opportunities

To track the pupils with special educational needs in a large school would require a considerable amount of data to be logged but this is true of any system with this capacity to monitor the progress of pupils. Once the data is in the system it allows the staff to make judgments regarding progress of the pupils on the special educational needs register.

#### Written by

**Brenda McArdle**  
**SENCo**

#### Gallery



#### Images gallery

#### Publisher

**ISData Ltd**

#### Subject

Special Education Needs

#### Key Stage

Key Stage 1 / P1 - P2  
Key Stage 2 / P3 - P6

#### Product Code

**SEND-SENDIARY**

#### Product Type

Website

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The software allows for a pupil with special educational needs to have a number of actions recorded and would therefore allow staff to monitor their progress and make judgments on the need for action with respect to their provision, etc. The new version makes the sharing of information between colleagues much easier. Used on a network it is possible for staff to log on to the information about a given child, or group of children, very easily. I was also able to work effectively on my laptop and the school's system using a flash memory stick to pass live data. It is also easy to produce a detailed summary of all the meetings, assessments and decisions that relate to a given pupil and if necessary to produce a print out of this, for example for a multi-disciplinary case conference on the child. It is also easy to look at groups of pupils under a number of headings which may be required by different members of staff e.g. pastoral teams looking at a given year group. Other members of staff can be allocated 'Memo-user' status. This requires almost zero training – the colleague logs into SEN Diary where they will immediately be offered a list of only those pupils for whom they have responsibility. After selecting the pupil all they have to do is enter the text of the memo that will be added to the 'to-do' list. It was very useful for producing an agenda for a meeting and colleagues in the pastoral teams were particularly grateful for this.

[back to top of page](#) ^