

SCOIL MHUIRE**ASSISTIVE TECHNOLOGY POLICY**

Copies of Professional Reports that are shared with the school, by parents/guardians or relevant professionals, are filed immediately in the pupil's SEN File. The SENCO, and the pupil's SEN Teacher(s) and Class Teacher(s) are apprised of the fact that we have received a new report.

Pupils who have been assessed by an Educational Psychologist, an Occupational Therapist, Speech and Language Therapist, etc. may have, in the resultant report, a recommendation for Assistive Technology.

There are typically 2 types of recommendation made:

1. That the child have access to Assistive Technology at school in order to develop requisite skills.
2. That Assistive Technology is essential to allow the child to access the curriculum.

No. 2 above should be regarded as high priority.

The fact that a recommendation for Assistive Technology has been made is recorded in the SEN Register **and on the pupil's Profile Page on Aladdin.**

Due to the turn around time on applications for Assistive Technology, insofar as is possible, **appropriate Assistive Technology should be put in place immediately**, in keeping with the professional recommendation, from the school's existing resources, i.e. Chromebook, iPad. Angela O'Toole will assist/advise teachers regarding this.

The SEN Teacher, in consultation with the Class Teacher, should then prepare an application to the SENO for Assistive Technology, using the NCSE Application Form, available at: <https://ncse.ie/assistive-technology>

An estimated cost of the equipment must be entered on the Application Form; the school secretary can assist in gathering quotations.

The SEN Teacher should then contact the pupil's Parents/Guardians and arrange for signing of the Application Form, which indicates their consent to:

1. The application being made
2. A Copy of the Professional Report being sent to the SENO

The Application Form should then be brought to the Principal for signing and sending to the SENO.

Should the SENO approve the application, the school will receive an email from the Department, inviting the school to forward quotations in respect of the equipment. The school will, at that stage, purchase the equipment, with Department funding to follow at a later date.

Summary

Each SEN Teacher should be aware of the pupils on her caseload who require Assistive Technology. The pupil's Class Teacher should also be aware of pupils in his/her class who require Assistive Technology.

On receipt of a professional report recommending Assistive Technology in respect of a particular pupil, it is the responsibility of the pupil's SEN teacher, in consultation with the pupil's Class Teacher and the SENCO, to prepare an application for same to the SENO.

Once the SEN Teacher and Class Teacher become aware of a recommendation for Assistive Technology having been made, it is their joint responsibility to put an appropriate level of Assistive Technology in place, as quickly as possible, subject to the existing resources of the school.

Once the application has been prepared, it is the responsibility of the Principal to approve the application and send it to the SENO.

Once the application has been approved by the Department, it is the responsibility of the Principal to arrange for quotations to be sent and to arrange for the purchase of the equipment.

It is the responsibility of the Class Teacher and the SEN teacher to ensure that Assistive Technology assigned to pupils is being used appropriately, in line with recommendations in the pupil's professional report. Assistive technology that has been sourced, purchased and assigned to a pupil, based on the recommendations in a professional report, must be used appropriately.

COMMUNICATION, IMPLEMENTATION AND REVIEW

The policy will be shared with all staff, each of whom has a responsibility to familiarise himself/herself with its contents and the procedures outlined therein.

The policy will be shared with Parents/Guardian via email. It will also be available to view/download from the school's website.

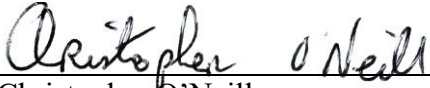
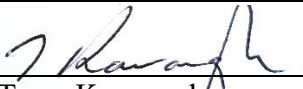
A copy of the policy will be sent to the Patron .

The policy will be implemented by the Principal and Staff of Scoil Mhuire.

It will be reviewed by the Board of Management on an annual basis, in light of experience and on receipt of additional guidance from the DES.

RATIFICATION

This policy was ratified by the Board of Management of Scoil Mhuire on 2nd May 2024

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| Chairperson Board of Management |  Christopher O'Neill |
| Principal and Secretary Board of Management |  Terry Kavanagh |

