# AEN Department Annual Calendar

September

* Meet Principal/Deputy Principal, Year Head and Class Heads of incoming 1st years to share relevant information
* Input to staff meeting on SEN organisation in school
* Meeting for all teachers involved in Learning Support and Resource Depts.
* Allocate students to teachers working in AEN Dept and collect all timetables.
* Arrange weekly meetings for core AEN Team
* Meet with Special Needs Assistants
* Ensure AEN Dept. has all psychological/professional reports on students and upload information to AEN section on VSWare/School MIS
* Contact and meet parents
* Contact SENO to review files and possibly seek extra allocation
* Meet with Visiting Teachers (Visual and Hearing Impaired)
* Renew membership of relevant professional bodies ( I.A.T.S.E and I.L.S.A.)
* Presentation by SENCO and HSCL teacher at First year parents Evening
* Allocate additional Learning Support Hours which school may have available
* Attend Open Evening and answer queries from parents of incoming First Years who have special educational needs

October

* Liaise with H.S.E. Occupational Guidance Officer
* Organise standard testing of 2nd Years: Access Maths / Access Reading
* Draw up list of resources required and place orders
* Draw up Student Profile/outline of worksheets
* Attend I.A.T.S.E. Seminars
* Advertise upcoming LS/Resource related courses
* Prepare for Parent- Teacher meetings
* Reasonable Accommodations in Certificate Examinations (R.A.C.E.) applications for Leaving Cert 2023.
* Testing of Sixth Year pupils who may require access to a reader/etc commences

November

* Preparations for RACE applications – Leaving Cert. 2023
* Preparation for Parent-Teacher meetings
* Meet with incoming pupils and their parents for escorted visit around school campus

December

* Preparations for RACE applications – Junior Cycle 2023
* Prepare for Christmas In-house Exams
* Organise Reasonable Accommodations for Christmas Exam
* School reports

January

* Prepare for Parent- Teacher meetings
* Meet with parents of incoming First Years requiring LITH/SNA Support
* Completion of application forms for submission to N.C.S.E for incoming First Years
* Identify and meet pupils/parents for L.CA

February

* Submission of School Leavers Form to NCSE
* Organise Reasonable Accommodations for Junior and Leaving Cert Mock Exams
* Prepare for Parent- teacher meetings
* Submission of School Leavers Form to NCSE
* Assist in Entrance Assessment
* Organise Reasonable Accommodation if required for any incoming pupil

March

* Second Year Testing - Access Maths and Access Reading
* Prepare and assist in Entrance Assessment
* Assist SEN pupils with DARE and HEAR CAO applications

 April

* Submission of application forms to NCSE for Access to SNA support
* Analysis of Entrance Assessment results

May

* Visit Primary Schools of incoming 1st years
* Prepare for Summer In-house Exams
* Organise reasonable accommodations for Summer In-house Exams
* Summer Reports
* Presentation of Certificates at Awards Day Ceremony
* Identification of Fifth Year pupils who will require RACE in Sixth Year
* Facilitate visit of any incoming First Year requiring a high level of support (pupil and parents/guardians/teachers/SNAs)

Throughout the Year

* Home Visits
* Liaise with NEPS
* Liaise with Túsla
* Attend Case Conferences
* Liaise with N.C.S.E.
* Formal and Informal communication with parents
* Attendance at weekly meetings of Senior and Junior Year heads, Guidance Counsellor and Deputy Principals
* Attend meetings as member of various review and sub-groups
* Ongoing CPD