



Item	Guidelines	Signed/notes if unable to complete
Last Term's Report	If an existing student, discuss any issues or successes over the last term.	
Parental Consent/Medical Form GDPR consent form Attendance	Parents complete the medical form. A new form must be completed at the start of each academic year. All original copies to office. (Please also ensure that you can read information that is written, and all parts are completed) GDPR form -. Parent/carer to sign and keep letter part. Give parent information of attendance number or email address to inform if their child is not coming into school and by what time they need to do this.	
Star Sheet and Targets	Go over positives from previous term (see report). Fill out the Star Sheet on how they are doing in each area. This is reviewed each term. Together with student and parent/carer come up with two targets for each EHCP Outcome for the term. If young person is new, see EHCP Placement Agreement form (which they'll do when joining the school on RPAP).	
Copy of Term Dates	Given to parents/carers for reference. Highlight target review days and inset days for them.	
Expectations Agreement	Each section to be read out and signed by staff, parent/carer and student.	
Young Person's Timetable	Discuss and explain the timetable. Start and end times, subjects and staff members. Drop off and pick-ups, suitable clothing and what lunch they'll need. What qualifications they will gain.	
Professional Contacts Form	Fill in form to find out what other professional contacts are working with the young person. If none in place, please complete form as N/A	



Target Setting Checklist - Autumn		
Name: _____ Date: _____ Staff Member: _____		
Work experience forms- If Appropriate	If appropriate and young person is seeking a work experience placement this term, parent/carer to fill in details on consent form. Key worker to speak to employer and fill in check list.	
Student Profile	Update information. (EHCP information will be updated at Annual Review).	
Risk assessment updated		

Once
all

paperwork has been completed, please return all paperwork to Sandra