

CFSe School Renewal Policy from September 2017

To do	Evidence
Visit the CFSe tracker and input the data requested.	<p>Evidence required of:</p> <ul style="list-style-type: none"> • Revised school Communication Policy (which includes school induction procedures which make specific reference to SLCN). • Inclusion of speech, language, and communication in the School Development Plan • The name of the nominated Governor for SLCN • The name of the teacher/TA in the school who can advise staff on SLCN. • Current LCP's • Current TA's trained at Level 3 (You need to have trained two more staff trained at level 3 since you gained accreditation three years ago). • Staff trained on Communication Counts in the last 3 years. (All new staff members who have joined the school in the past three years must have completed Communication Counts).
Refresher for all staff.	<ul style="list-style-type: none"> • All the Communication Counts sessions need to be re-delivered over the three years since accreditation to ALL staff. • Dates of delivery are recorded in the tracker.
Complete the CFSe renewal report accessed via the CFSe tracker.	<p>The report includes:</p> <ul style="list-style-type: none"> • A summary of the actions taken by the staff to ensure that the school has continued to be Communication Friendly. This must include details of any additional training. • Your plans to continue to develop your setting as Communication Friendly over the next three years. • Images/photos uploaded demonstrating embedding of new examples which weren't included in the original submission, plus explanatory notes.
Submit a WOW moment	Over the three years we hope you will have noticed many impacts on the pupils. Record one of these as your WOW moment. This must be different to the original WOW moment you submitted.
<p>Audit visit</p> <p>Where another CFSe school is available the LCP's arrange a visit. The visiting LCP's complete the audit visit report form</p> <p>Where no school is available a local Elklan tutor will complete the visit. The Elklan tutor is requested from Elklan.</p>	<p>The audit visit report form is available on the CFSe tracker to download.</p> <p>Following the audit visit scan and uploaded by the requesting school.</p>

COST: Renewal of CFSe status is £100 for certification. The setting will need to have an Elklan tutor to mark the supporting evidence and conduct the audit visit.

Elklan can provide support with renewal. This involves advice regarding completion of the renewal documents, marking of the supporting evidence and completion of an audit visit if no local CFSe school is available. The cost of this support is **£175. The renewal certification fee is £100 making a total of £275.**

1:20 schools will be randomly checked by Elklan.