Shropshire SEND Portal Guidance

Link: https://shropshirecouncil.sharepoint.com/sites/ssen/

Introduction

The Shropshire SEND Portal is a secure SharePoint site designed for educational settings to send and receive documents from the Shropshire SEN Team. This guide provides an overview of the portal, its advantages, and instructions on how to use it effectively.

Background

Earlier this year, Microsoft updated its email encryption, which applied a Rights Management to all attachments meaning only the recipient could ever view the file so it caused issues with document editing and sharing. To address this, the Shropshire SEND Portal was launched to facilitate secure document exchange between educational settings and the local authority.

Advantages of the Shropshire SEND Portal

- **Security**: The portal ensures that documents are securely exchanged.

- **Ease of Use**: It is quick and easy to use.

- **No Restrictions**: Documents are not restricted to being opened by only one person.

- **No Size Limits**: There are no size restrictions on the documents you can upload.

- **Multiple Uploads**: You can upload multiple documents at once.

- **Weekly Audit Reports**: You will receive a weekly audit report of documents you have uploaded.

- **Easy Transfer**: Documents received are already in SharePoint, making it easy to transfer them to your own area.

- **Useful Resources**: The site homepage includes news, training, and other useful links.
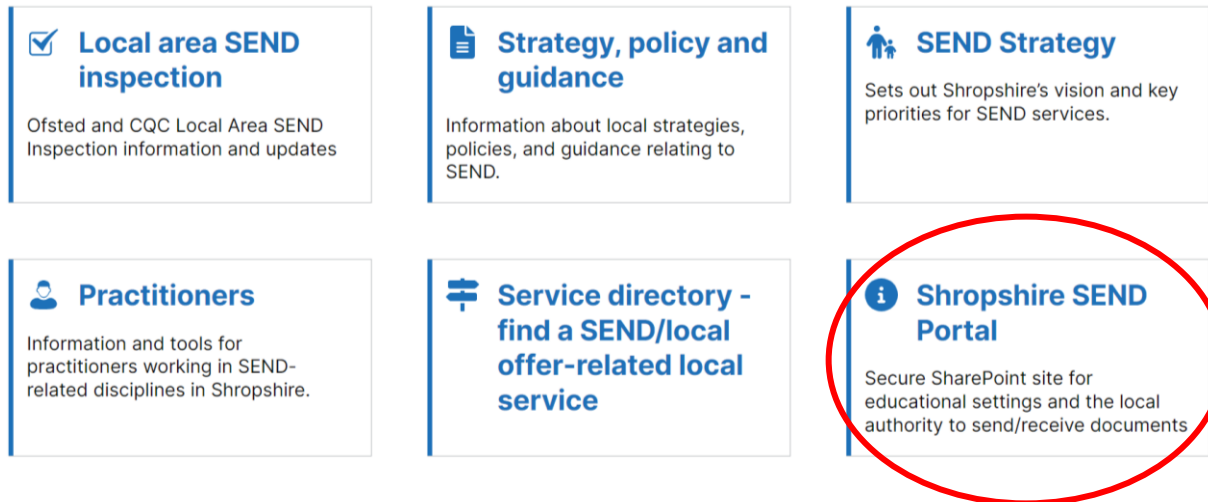

Accessing the Shropshire SEND Portal

All Shropshire primary schools, secondary schools, colleges, special schools, and independent schools can access the portal. Out-of-county schools with Shropshire-resident students with special educational needs can also access it. Early Years settings are not yet included but may be considered in the future.

Individual Access

You can decide who in your setting requires access to upload documents onto the portal. To check or update access, email senteam@shropshire.gov.uk

Finding the Portal

You can find the portal on the Shropshire SEND Local Offer home page, it is the box on the bottom right hand corner, see diagram below.

Or you can go directly to the Shropshire SEND Portal using this link:

https://shropshirecouncil.sharepoint.com/sites/ssen

Homepage

The homepage features news, training, and useful links to the local offer and SEND documents.

Document Sections

Each educational setting has its own folder for uploading documents with folders underneath such as Annual Reviews, Consultation Responses, EHCNA requests, GSP requests, and contract information (for colleges). There is also a 'Z-Documents from the SEN Team' folder for documents sent by the SEN Team.

Sending Documents

- **From SEN Team to Educational Settings**: The SEN Team uploads documents to the 'Z-Documents from the SEN Team' folder. Educational settings receive an email alert and are responsible for saving or moving the documents to their own area in SharePoint.

- **From Educational Settings to SEN Team**: Educational settings upload documents to the relevant folder. The SEN Team receives an automated job on their to-do list and removes the documents once dealt with. Educational settings receive a weekly report of all uploaded files.

Uploading Documents

For example, you have two annual reviews to upload, you can:

Click on 'Annual Reviews' then you can either:

- Click 'New', then 'folder', then add the naming convention, then click 'Create'. Then you can click on the folder you created and click 'upload', click 'files' then select them and press ok. You can also drag and drop the documents from your own area into the folder you created.
  Or
- You can drag folders from your own area and drop them into the annual review folder. If you chose this option please make sure they are named correctly before dragging and dropping.

Folder Naming Conventions

When uploading, **you must use one folder per pupil**. Follow these naming conventions:

- Annual Reviews: Joe Bloggs 25.07.2019 Yr 1 AR 03.09.2024

- Consultation Responses: Joe Bloggs 25.07.2019 Yr 1 CONSULT

- EHCNA requests: Joe Bloggs 25.07.2019 Yr 1 EHCNA

- GSP requests: Joe Bloggs 25.07.2019 Yr 1 GSP

Reporting

Documents sent to the SEN Team - Educational settings will receive an email on a Friday at 3pm which will detail all documents uploaded that week. If no documents are uploaded then no email report will be received for that week.

Documents from the SEN Team – Educational settings will receive an instant email notification when a document is uploaded to the 'Z– Documents from the SEN Team' folder.

Adding/Removing Access

Email senteam@shropshire.gov.uk from your educational setting email account with the names and email addresses of the members of staff you wish to add/remove access.

Queries

If you have any queries, please email senteam@shropshire.gov.uk