



## **SENScribe**

### **School Information Pack**

Resources for school leadership, SENCOs and SET teams  
covering school accounts, pricing, onboarding and FAQs

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This combined pack brings together the main school-facing SENScribe resources in one document.



# Principal Summary

A concise overview for school leadership and management teams

Leadership briefing

Prepared for school leadership, SENCOs and SET teams

# Principal Summary

A concise overview for school leadership and management teams

## What is SENscribe?

SENscribe is a platform designed to support schools with Student Support Planning documentation. It aims to make the process more efficient, consistent and manageable for staff involved in planning and review.

## Why schools are using it

- Reduce the time involved in drafting Student Support Plans.
- Improve consistency across staff.
- Make support planning more manageable for SEN teams.
- Support review and discussion around student needs and targets.

## New school-level features

- School organisation accounts and SENCO / SET accounts.
- School admin controls over access to student data.
- Bulk import of student profiles via CSV or Excel.
- Integration of legacy SSPs / SSFs.
- Anonymous SSP / SSF creation.
- Caseload export via CSV or Excel.
- Class teacher input into targets and reviews.
- SENCO / admin dashboard for file updates and oversight.

## Founding school licence options

Licence	Users	Annual rate
Core Team	Up to 5 users	€299 per year
Extended Team	6 to 10 users	€399 per year
Whole Support Team	11 to 20 users	€549 per year
School-Wide Access	20+ users	€699 per year

## What is included

- Access for the relevant number of users.
- Continued use of the platform during the licence period.
- Ongoing updates and development.
- Onboarding and access support.

## Further information available

- Written platform overview.
- Pricing and licence information.
- Privacy / compliance information.
- Onboarding guidance and walkthrough videos.

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# What's New in School Accounts

School-level features to support wider adoption, team collaboration and oversight

[School account overview](#)

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# What's New in School Accounts

School-level features to support wider adoption, team collaboration and oversight

The pilot phase allowed schools to explore the core SENScribe platform and experience how it could support Student Support Planning documentation.

As we move into the next phase, school accounts introduce additional features designed to support real school adoption.

## School account features

<p><b>School organisation account</b></p> <p>A dedicated school-level account structure to support wider school use and management.</p>	<p><b>SENCO and SET accounts</b></p> <p>Schools can create accounts for SENCOs and SET staff, allowing relevant team members to work within the platform.</p>
<p><b>Admin controls and permissions</b></p> <p>SENCOs or school admins can control who has access to student data and manage access appropriately.</p>	<p><b>Bulk student import</b></p> <p>Schools can mass import and create student profiles using CSV or Excel, making onboarding faster and more practical.</p>
<p><b>Legacy SSP / SSF integration</b></p> <p>Schools can continue using existing SSPs / SSFs within SENScribe rather than starting from scratch.</p>	<p><b>Anonymous SSP / SSF creation</b></p> <p>Schools can create anonymised support planning documents where needed.</p>
<p><b>Caseload export</b></p> <p>Caseloads can be exported as CSV or Excel for school use and management purposes.</p>	<p><b>Class teacher input</b></p> <p>Class teachers can contribute feedback on how targets will be addressed and whether targets have been met during reviews.</p>
<p><b>SENCO dashboard</b></p> <p>SENCOs and admins can view updates across student files, including meeting notes, plan changes and file activity.</p>	

## Why this matters for schools

- Bring multiple staff into the platform.
- Manage access more appropriately.
- Onboard more efficiently.
- Continue using existing planning documents.
- Improve collaboration between support staff and class teachers.

- Gain greater visibility and oversight at SENCO / school level.

Next step: Schools wishing to continue beyond the pilot phase can move to a school account, giving access to wider school-level features and onboarding supports.



# Pilot Access vs School Account

A simple comparison to support internal school discussion

Pilot conversion aid

Prepared for school leadership, SENCOs and SET teams

# Pilot Access vs School Account

A simple comparison to support internal school discussion

Pilot Access	School Account
Individual exploration of the platform	Full school organisation account
Core experience of creating support plans	Multiple SENCO / SET user accounts
Useful for testing the platform in principle	Designed for real school-level adoption
Limited view of the wider system	Admin controls over user access and student data
Manual individual use	Bulk import of student profiles via CSV / Excel
Trial of the core support-planning workflow	Legacy SSP / SSF integration
Individual user experience	Class teacher input into targets and reviews
Limited oversight	SENCO / admin dashboard for file and plan updates
No real school-level structure	Caseload export via CSV / Excel
Early-stage pilot use	Ongoing school onboarding and support

In simple terms: Pilot access allowed schools to test the core idea. School accounts allow schools to implement SENScribe at team and school level.

## School accounts are designed for

- Multiple staff using the platform.
- School-level oversight.
- Smoother onboarding.
- Continuity with existing support planning documents.
- Better collaboration and review processes.



# Founding School Licence Rates

Annual licence options for schools progressing from the pilot phase

[Pricing sheet](#)

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# Founding School Licence Rates

Annual licence options for schools progressing from the pilot phase

As one of our early pilot schools, your school can continue with SENScribe under our current founding school annual licence rates.

Licence	Users	Annual rate
Core Team	Up to 5 users	€299 per year
Extended Team	6 to 10 users	€399 per year
Whole Support Team	11 to 20 users	€549 per year
School-Wide Access	20+ users	€699 per year

## Included in the licence

- School account access.
- User management features.
- Ongoing platform updates.
- Onboarding support.
- Access to school-level features.

Schools can start with the most suitable licence level and review access as needs change.



# FAQ for School Leaders

Common questions about SENScribe school accounts

[FAQ sheet](#)

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# FAQ for School Leaders

Common questions about SENScribe school accounts

## What does SENScribe do?

It supports schools in drafting and managing Student Support Planning documentation more efficiently and consistently.

## Who would use it?

Typically SENCOs, SET teams, support teams and other relevant staff involved in student support planning.

## Can schools start with a small number of users?

Yes. Schools can begin with a smaller team licence and expand if needed.

## What new school features are included?

School organisation accounts, admin controls, SENCO / SET accounts, bulk import, legacy SSP / SSF integration, anonymous SSP / SSF creation, caseload export, class teacher input and a SENCO dashboard.

## Does it replace professional judgement?

No. SENScribe is designed to support staff by producing a draft and structured workflow. School staff remain responsible for reviewing, editing and using documentation appropriately.

## Is privacy and compliance information available?

Yes. Written privacy and compliance information can be provided to support school review, including DPIA-related information where needed.

## What happens if a school chooses not to continue?

Access would end at the end of the relevant licence period. Further details can be confirmed directly with the SENScribe team.

## Can more information be provided for management review?

Yes. Written overview information, pricing, privacy / compliance information and onboarding materials can all be provided.

## Can existing SSPs / SSFs be used?

Yes. School accounts support the use of legacy SSPs / SSFs so schools can continue from existing documentation rather than starting from scratch.

## Can class teachers contribute?

Yes. Class teachers can provide input on how targets will be addressed within classes and whether targets have been met during reviews.



# School Account Onboarding Checklist

Suggested first steps for schools moving from pilot access to a school account

[Onboarding checklist](#)

Prepared for school leadership, SENCOs and SET teams

# School Account Onboarding Checklist

Suggested first steps for schools moving from pilot access to a school account

This checklist is designed to help schools move from individual pilot use to structured school account use.

## Initial setup

- Confirm school name and main contact.
- Create the school organisation account.
- Assign SENCO / school admin access.
- Set passwords and confirm first login.
- Add SENCO and SET users as required.
- Review permissions and access to student data.

## Student and plan setup

- Create a first student profile manually, or prepare a CSV / Excel file for bulk import.
- Import student profiles where appropriate.
- Add or integrate existing SSPs / SSFs where useful.
- Create or review the first live support plan.
- Use anonymous SSP / SSF creation where needed.

## Team workflow

- Invite class teacher input where relevant.
- Use the dashboard to monitor file updates and plan activity.
- Export caseloads as CSV or Excel where needed.
- Review the first week of use and identify any support needs.

## Suggested first 30 days

Most schools should start with a small number of real student cases, add the core SEN / SET team, test import or legacy SSP use, and then expand once the workflow is clear.