



Elm Tree Primary School – Holistic Outreach Service

Service Level Agreement - 2022/23

About the Service

The Schools' Outreach Service is a co-ordinated team of specialist staff from Elm Tree Community Primary School.

The Service provides advice, support, plans and training for staff in mainstream schools and settings, in the domains of social inclusion, attainment and independent daily living skills, allowing them to build upon their existing skills, knowledge and expertise so that they are better equipped to cater for those children and young people with SEN in their care.

The Service is available to:

All participating mainstream schools and settings within the District 8 inclusion hub with children and young people whose needs can be described as complex, ie, much more severe than those of the general population.

All participating schools who have pupils with moderate learning or behavioural difficulties, and where a school or setting would benefit from specialist advice, usually in the short term, on how best to support them.

The majority of these children and young people will have had their needs assessed through:

- Early years identification, assessment and support (Targeted Individual Support – TIS);
- Education Health and Care Plan (EHCP).
- The annual review process.

Requests for outreach support can be made in respect of children and young people with:

All children who are at risk of school action due to experiencing difficulties adhering to school behaviour policies and pupils struggling to access the mainstream curriculum.

Children experiencing real difficulties in the area of cognition and learning.

Children with communication and interaction difficulties, or diagnosed autism who are experiencing difficulties accessing mainstream provision.



Children with social, emotional and mental health difficulties who are struggling to make attachments and function safely within the mainstream setting.

Where the needs of the child or young person would not meet the criteria for outreach support, advice may be sought from other appropriate agencies.

Initial contact

1. Phone call with Elm Tree to establish whether interventions, strategies and support have already been implemented and that the current need meets relevant threshold for outreach support.
2. Working through a criteria checklist to support application for outreach service.
3. Discussions regarding new strategies and interventions to be implemented and actioned and a follow up discussion after 2 weeks to review.

The Service offers:

- Support in the assessment of pupil needs.
- Observation of pupils and suggested interventions.
- Advice on current practice, including sharing concerns, enabling more successful planning for individual pupils.
- Observation and feedback to teachers and support staff.

Bespoke training packages

- In-reach visits to Elm Tree Primary for staff to observe lessons and work alongside identified staff on specific issues.
- Advice on differentiation to enable pupils to access the curriculum to their full potential.
- Support with communication needs.
- Support in drawing up of individual behaviour plans.
- Assessments from specialist practitioners to address specific areas of concern/need.
- Advice around specialist materials, equipment and suppliers.

Request Process

A school or setting can make a referral by contacting Elm Tree for a dialogue to establish the level of need and what Tier of the outreach package is deemed most appropriate if any.

In making a request, the school or setting will need to identify a named person (SENco) or (SLT) and allow time for the named person to liaise with the Outreach Worker. Elm Tree will provide a service for contact 3 days a week (Mon/Wed/Fri) and will endeavour to return contact within 2 working days for a formal discussion.

If it is agreed that a level of outreach support is required, a robust referral form will be sent out to be completed to inform the outreach team of the details of the pupil and relevant history and contacts.

Monitoring and Evaluation

Monitoring and evaluation is built into the process. Feedback from the school or setting will be requested at the end of each period of Service involvement.

Quality assurance is underpinned by the following standards.

Progress towards outcomes will be systematically recorded and monitored.

Interventions based on up-to-date specialist knowledge and expertise of suitably qualified professional staff will be promoted.

Clear outcomes will be agreed by the Service and the user, and steps taken to develop a culture of independence.

The Service will regularly collect feedback about its interventions and use this to improve quality.

Declaration

Elm Tree Primary School:

On behalf of Elm Tree Primary, I have read and understood this Service Level Agreement. I will ensure that the content is disseminated to relevant staff within my organisation and they have access to a copy. In signing this document, my organisation agrees to abide by its terms and conditions.

Name: Stuart Brown	Role: Assistant Head
Signed:	Date:

School/Referrer:

On behalf of _____ (name of school/referrer), I have read and understood this Service Level Agreement. I will ensure that the content is disseminated to relevant staff within my organisation and they have access to a copy. In signing this document, my organisation agrees to abide by its terms and conditions. The organisation responsible for paying the placement fees is (Enter organisation _____).

Name:	Role:
Signed:	Date: