



# St John's Special School & College Outreach Service 2016 - 2017





## What type of support is available?

The Outreach Service utilises the knowledge and skills of teachers working at St John's School and their experience of working with children and young people with severe and complex needs to offer advice and practical help to their mainstream colleagues.

The purpose of outreach work is to assist the development of the receiving school's own expertise and resources to meet the pupils' educational needs.

There are five main types of outreach available:

- Advice regarding individual pupils to increase their access to the curriculum, inclusion in the classroom and socially around the school
- Advice regarding whole-school issues relating to the inclusion of pupils with complex learning needs
- Training sessions and/or contributing to staff meetings on a range of topics relevant to teaching pupils with complex learning needs
- Opportunities for teachers and support staff to visit the special school to view specialist resources and/or observe teaching strategies
- Access to specialist library and information service further information available on the school website

Advice can currently be sought on issues such as:

- Curriculum access
- Inclusive classroom practice
- Specialist interventions and strategies
- Target setting and IEP drafting
- Promoting positive behaviour
- Developing communication and interaction skills
- Transition





### Who can access outreach?

The Outreach service is available to all schools/educational settings in Bedford Borough, from preschool to post -16 providers.

Individual pupils referred for such support will usually have a Statement of SEN or an Educational Health & Care Plan.

Advice can be offered to support the education of pupils with complex learning needs, including physical or sensory impairments and autism.

### How can schools/settings access outreach?

Requests for support may be made by the Headteacher or SENDCo within the mainstream setting. The request is made by submitting a request form to the SEND Team at Borough Hall who present the case to the appropriate panel. (appendix 1)

Once this request has been agreed, the St. John's Outreach Co-ordinator will arrange an initial visit to the school/setting.

Schools/settings may alternatively make a direct request to St John's School for outreach by completing and submitting the same request form.

Request to St John's School;

Contact Caran Goddard: [cgoddard@st-johns-school.co.uk](mailto:cgoddard@st-johns-school.co.uk)

Request to SEND Team;

Contact Tim Long: [tim.long@bedford.gov.uk](mailto:tim.long@bedford.gov.uk)

### Is there a charge for outreach?

There is no cost to schools/settings for outreach commissioned by the SEND Team. In cases of direct request a cost/charge will be made clear at the outset by the St John's outreach co-ordinator and agreed with the receiving school before any work is undertaken.

In cases where the additional equipment needs of an individual pupil are identified and form part of outreach work recommendations, any future funding implications which cannot be met from within the school/setting budget and /or Education Health Care Plan funding, should be discussed with Tim Long, Principal Educational Psychologist.





## Outreach Protocol

There is an explicit expectation that all involved in outreach working will have a shared commitment to the following protocols:

### St. John's School will:

- Make contact with the recipient school/setting within 10 working days of receiving a completed request form
- Arrange a mutually convenient time for the St John's outreach co-ordinator to visit the school/setting to meet the Headteacher/SENDCo and identify the type of support required
- Match the identified need to the appropriate St. John's outreach teacher who possesses the required skills and experience
- Arrange a mutually convenient time for the St John's outreach co-ordinator and outreach teacher to visit the school/setting to meet key staff and undertake observation/assessment as required to produce the Outreach Agreement (appendix 2)
- Arrange review and evaluation of the outreach work in collaboration with the receiving school/setting (see appendix 3)
- Ensure that supervision system is in place to monitor the work of St. John's outreach teacher
- Provide resources (as outlined in the Outreach Agreement) required to ensure consistent implementation of intervention by the receiving school/setting
- Inform the receiving school/setting as soon as possible of the absence of the outreach teacher and, if possible, make an alternative visit arrangement





### The receiving school/setting will:

- Inform and involve the pupil and their parents/carer as appropriate, in the requesting of outreach and ensure that all understand and accept support
- Ensure that a key person will introduce the St. John's outreach teacher to the pupil and to all essential professionals involved, as appropriate
- Release the relevant personnel for the initial meetings and any subsequent times as required to facilitate joint working
- Provide any essential documents as requested by the outreach teacher (e.g. Annual Review, IEP etc.)
- Provide the St. John's outreach teacher opportunity to observe/work with targeted pupils and/or observe/work alongside key classroom staff
- Implement all aspects of the intervention programme outside the times when the St. John's outreach teacher is directly involved in the school/setting
- Work collaboratively with the outreach teacher to increase their own capacity to meet the needs of the supported pupils more effectively
- Provide reasonable notice of any changes which may affect the work of the outreach teacher e.g. pupil absence, day closure etc.
- Share at an early stage any concerns regarding the support with the Outreach Service Co-ordinator.
- Contribute to the monitoring/review and evaluation process





# OUTREACH REQUEST FORM

## School/setting information

Name of School/setting					
Address					
Tel no.		Fax no.		Email.	
Headteacher					
Class teacher					
SENDCO					
Support worker					
E.P.					

## Reason for request

Submit completed form to: SEND Team, Borough Hall and/or St John's School.





## OUTREACH AGREEMENT

Name of Pupil			
D.O.B		Gender	
Name of Parents/carers			
Parental permission for support obtained			

**Outreach Aim:**

Number of sessions		Estimated cost	
Signed:		Date:	Headteacher/SENDCO
Signed:		Date:	St John's Outreach Co-ordinator





## Outreach Evaluation

1. Describe the impact that outreach support has had on the pupil concerned:

2. Describe the impact that outreach support has had on the staff working with the pupil:







3. What if any changes have parents/carers reported in the pupil at home?

4. What were the most useful aspects of the outreach support?

5. If you had difficulties implementing any of the agreed strategies, can you indicate why this was the case?





6. How can the outreach support be improved?

7. Any other comments?

Evaluation completed by:	
Position in school/setting:	
Date completed:	

Please return this evaluation form to:  
St John's Outreach Co-ordinator or SEND Team, Borough Hall.

