



# OUTREACH

## **Purpose and Aims**

Frank Wise School is committed to actively supporting children with Special Educational Needs and Disabilities throughout the local community and beyond. One of the ways in which we do this is by providing Outreach Support to our partner mainstream schools, and indeed to any other organisation which requires advice or guidance, in order to enable them to work more effectively with children or young adults with SEND.

The outreach support provided by Frank Wise School is designed to help schools and organisations become better skilled at meeting the needs of children and young adults with learning difficulties. As such it is expected that staff from Frank Wise School will always work with staff from the requesting school or organisation and that the advice and guidance provided during these sessions should be disseminated by the requesting school or organisation amongst other members of their staff.

## **Protocol for Referrals**

In order to access Outreach Support from Frank Wise School, the requesting school or organisation must first complete a 'Pupil Referral' form and submit this to Frank Wise along with a 'Consent for Outreach' form signed by the pupil's parents or carers (Appendix 1). This is to ensure that the school has all the necessary information about the needs of the child and that both the parents/carers and any other professional organisations are aware of our involvement. If Frank Wise School feels that it has the requisite skills to be able to support the requesting school, then a visit will be arranged in order to determine the exact nature of the support required. If we feel that we are not the most appropriate provider of support then we will endeavour to put the requesting school in touch with an alternative source of expertise.

## **Nature of Outreach available**

In order to work towards our aim of enabling schools or organisations to be better skilled at managing the needs of children or young adults with learning difficulties we are able to provide the following support:

- Assisting with learner assessment to inform target setting
- Classroom observation and feedback
- Staff development
- Resource development

## **Expectations of schools receiving support**

In order to effectively monitor, evaluate and develop Frank Wise Outreach Support, feedback from schools to which the service has been provided is essential. It is therefore expected that following the provision of Outreach Support the requesting school should complete any agreed outcomes and evaluate their impact before requesting additional support.

Additional support may be withheld if the requesting school has not completed and returned the agreed action points and submitted a completed 'Evaluation of Impact' form (Appendix 2) signed by the teacher involved and member of the Senior Leadership Team.

Further guidance with regard to this can be found in the 'Outreach Partnership Agreement' (Appendix 3)

## **Staff involvement**

Frank Wise School staff who wish to be involved in the delivery of outreach support should make their interest known to the school's Outreach Support Co-ordinator. Any commitment to outreach support is dependent upon the additional workload being manageable for the member of staff without being detrimental to their provision for pupils on the role of Frank Wise School. The individual commitment to support in one case should not be seen as being an ongoing commitment to possible future cases, as the capacity of the member of staff to take on additional cases will need to be evaluated at that particular time.

## **Prioritisation**

In the event that the school finds itself unable to meet the volume of referrals being received then the school reserves the right to prioritise the referrals received in the following order:

1. Schools which have direct inclusion links with Frank Wise School classes
2. Schools which have direct inclusion links with individual Frank Wise School pupils
3. Other organisations which directly support children or young adults who attend Frank Wise School
4. Schools which have no direct inclusion link with Frank Wise School
5. Other organisations which do not directly support children or young adults who attend Frank Wise School

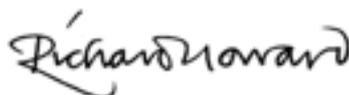
## **Charging**

Details of charges for Outreach Support can be found in the current 'Frank Wise School Outreach and Training Support' leaflet (Appendix 4).

**Reviewed by:** Lara Hughes

**Date:** 27th February 2017

**Approved by Governors:**



**Date:** 19th October 2017





## Parent / Carer Consent for Outreach Support

Frank Wise School is a special school for children aged between two and nineteen years of age. As an outward facing school we continually seek to develop strong partnerships and are instrumental in the running of the Oxfordshire Teaching Schools Alliance. Part of our work is to provide support for staff in mainstream schools. The focus of this support is enabling staff working with children to develop their knowledge and understanding in order to ensure that appropriate progress is made.

When we are providing support for a specific child, it is necessary for the consent of the Parent/Carer to be given. Please can the following consent form be completed and returned to the child's teacher.

**Pupil Name :**

I give permission for Frank Wise School to work with my child in an outreach capacity, and to share information with other relevant professionals.

**Name :**

**Signed :**

**Date :**

**Relationship to pupil :**

**Further comments or information :**



## Frank Wise School Outreach Service Evaluation of Impact Form

**Nature of support and to whom :**

**How has the support developed professional knowledge and understanding and how successful was it :**

**What has impact been upon the learner :**

**Signed :**

**Position in the school/organisation :**

**Date :**

**Signed :**

**Position in the school/organisation  
(senior leadership) :**

**Date :**



# Outreach Agreement

The Outreach Support provided by Frank Wise School is designed to help schools and organisations become better skilled at meeting the needs of children and young adults with learning difficulties. In order to achieve this the following expectations will be held.

## **Frank Wise School will:**

Work in partnership with schools and other services in order to determine a plan for relevant and mutually agreed support to be provided.

Invest time and resources in order to work with individual staff.

Agree actions for the receiving partners to take upon receipt of Outreach Support.

Provide a clear outline of what is to be expected and any associated charges.

Provide a written summary of support offered on completion.

Provide a two-way protocol for the evaluation of the Outreach Support.

Monitor and evaluate the impact upon the culture, expertise and confidence of the staff within the receiving school or organisation.

## **The partnership members will:**

Complete a 'Pupil Referral' form (including details of other support services involved) and send to Frank Wise with a 'Consent for Outreach' form signed by the pupil's parent/carer.

Arrange with Frank Wise, as suitable date and time for an initial visit to include an opportunity for observation of the pupil and time for discussion with relevant staff working with them.

Work with Frank Wise to agree a suitable plan for further support if needed.

Carry out any actions agreed in the plan.

Share learnt strategies, resources and relevant information throughout your school or organisation (to ensure a consistent and continuous approach for individual pupils and to broaden the knowledge base within your staff).

Complete evaluation forms following the completion of the support plan. Further support may not be offered until all evaluations are fully completed and returned to Frank Wise, signed by the teacher involved and a member of the senior leadership team.

Inform Frank Wise School by 9.15 a.m. on the day of a planned visit by Frank Wise staff if the visit is unable to take place e.g. in the case of pupil absence.