

*PORTFIELD SCHOOL
HAVERFORDWEST & SATELLITE CENTRE
YSGOL Y PRESELI*

**POLICY DOCUMENT
FOR OUTREACH**



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INVESTOR IN PEOPLE



April 2015

Policy Review

The policy statement will be reviewed in line with the programme of monitoring displayed in the School Development Plan.

Signed _____

Date_____

Chair of Governor _____

Date_____



A Policy for Portfield School Outreach Service

Introduction

This policy statement should be read in conjunction with the following:

- The BEST for Special education (1999);
- Shaping the future for Special Education - An Action programme for Wales(1999);
- Building Excellent schools Together (1997);
- The learning Country (2001).
- Principles
- The outreach service is fundamentally based on the principles from "Shaping the |Future for special education - An action programme for Wales". Particular note is taken from the following statement:

“ There will be a continuing role for specialist provision, including special schools. Special schools need to be confident and outward – looking centres of excellence. We want to build on their strengths, and ensure that they are an integral part of an inclusive education system for children..... (page 17, paragraph 10)

Aims of the Service

- To support staff in mainstream schools working with children with severe and complex learning difficulties.
- To work in partnership with other LEA professionals, including psychologists and advisory staff.
- To share good practices of Portfield School and specialist programmes with mainstream school

Objectives

- To provide advice related to accessing and differentiating the national curriculum
- To develop IEP

- To suggest appropriate resources and to loan resources from resource library where appropriate
- To discuss issues relating to health and safety
- To establish a network of support through telephone, group sessions and school visits
- To provide in-service training as appropriate

Procedure for Referral

- Pupils will be referred to outreach advice by the Educational Psychologist, SEN adviser and central support services and inclusion panel.
- Referrals will be prioritised by Portfield School. An initial telephone call or visit will then be made to the school by the outreach teacher. Outreach teacher will then put a plan of support into practice including teachers with relevant experiences to assist.
- On receipt of referral the school will request the current IEP, Statement and any information the school feel to be relevant to be available on site when the teacher visits. Any current assessments by EP, and any other professionals involved should also be available. If schools wish to send this information in advance of a visit this would be helpful to the outreach teacher.

Service Provision

Funding for the Outreach service will be provided by the Local Authority (LA). Currently a full-time teacher is appointed to outreach support. In addition to this the LA fund an outreach support assistant for 5 days per week to support with implementing programmes in mainstream schools.

The outreach teacher will make an initial visit and agree with the school the nature of involvement. This may involve:

- Assessment and discussion with teacher followed by half termly visit.
- As above but involving regular visits as outlined in individual reports.
- Monitoring visits termly or as requested.
- Advice only relating to general strategies, assessment, curriculum and resources.
- Portfield outreach service is an individual service that is personalised to the need of the school/individual pupil. After each visit school will be given a report that outlines any necessary support.

The outreach teacher will leave a written report of the visit, including any results of assessment undertaken, resources suggested and IEP devised (see appendix 1)

Monitoring and evaluation

- Adviser SEN
- Staff from mainstream schools (Headteacher, SENCO, class teacher , LSA etc as appropriate)
- Portfield senior management team



Portfield School Outreach Support

School:	Outreach Assistant : Sally Rothery
Contact Name:	Telephone:
Pupils Name:	Date:
DOB:	Class / Year Group:

Issues raised / Purpose of Visit:
Observations / Notes of Visit:
Suggestions:

Further action required:

Signed:	Date:
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Portfield School Outreach Support

<p>School:</p> <p>Pupil name:</p> <p>D.o.B:</p>	<p>Outreach teacher:</p> <p>Date:</p> <p>Class/year group:</p>
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Issues raised/purpose of visit

Observations/Notes of visit

Suggestions

Further action required



Portfield School Outreach Support Service Evaluation

School:	Outreach teacher:
Class/year group supported:	

Please give your opinion on the following	Very good	Good	Satisfactory	Poor
The advice provided during the visit				
Support in terms of resources (if applicable)				
Support in terms of IEP				

Please comment on the usefulness of the service. It has temporary funding from the LEA and we wish to evaluate if there is a need for it to continue.

Please comment on how the service could be improved if you feel it should continue.

Signed : _____ Date: _____

Thank you for taking the time to complete this evaluation.