



Our vision



Outreach Team

Please return this form for the attention of Lorraine Bennett (l.bennett@waverley-sch.co.uk). We aim to acknowledge this referral within 7 days of receipt. Please note that we work term time only. Please ensure that permission from the parent/carer has been obtained for this referral.

Data Protection Act 1998

The information requested on this form is required for the purpose of referring the pupil to this service. The information provided by you may be disclosed to other professionals working with this pupil for educational purpose.

An evaluation on our services is required within 3 weeks of completion as part of the Service Level Agreement.

1. Details of person making referral
Name:
Position:
Phone number:
Date of referral:
2. School details
School:
Headteacher:
Class teacher (if relevant):
SENCO:

3. Support requested for: (please tick as relevant)	
Individual child	
Provision/activity	
Staff training	
4. Individual child	
Child's name:	Date of birth:
Home Address:	
Parent (s) or person responsible:	
Address if different from above:	
Have parents/carers been informed about this referral? YES/NO	
Are parents/carers in agreement with this referral? YES/NO	
I,, the parent/carer, give permission for the Outreach Team to work with and consent to the sharing of information provided by other agencies.	
Signed: Parent/Carer	Date:
5. Other Professionals involved with the child	
	Name
Educational Psychologist	
Physiotherapist	
Speech and Language Therapist	
Occupational Therapist	
CAMHS	
Dietician	
Other	
NB – it is your responsibility to make sure that other professionals are made aware of this referral	
Has the child been referred to any other school or service? YES/NO	
If so which school or service and what was the outcome?	
Does the pupil receive individual support? YES/NO	
If yes please give details including how many hours are allocated:	

6. Reasons for referring individual child

Please give a brief description of the main areas of concern:

7. Provision/activity

Please give a brief description of the main activities you would like advice on, for example – sensory ways of working, layout of classroom:

8. Training requested for: (please tick as relevant)

Manual Handling and Risk assessments	
Curriculum Access and training strategies	
Communication – PECS, PODD, Makaton, Intensive Interaction	
ICT	
Behaviour support	
SRE and PSHE	
Intimate care, Hygiene and Toilet training	

9. Details of Training required

Is it specific to a pupil?	
Is it specific to your environment?	
How many staff require training?	

10. Details of our support packages

Level 1	1 visit from Outreach team, Report written and strategies/other services recommended
Level 2	1 visit from Outreach team, Report written and 1 follow up visit per term
Level 3	1 visit from Outreach team, Report written and package of regular visits (up to 6 visits) including training package and resources as required

Charges:**School Visits/support**

Local Authority funded schools	Free
Academies, Free Schools and private settings	£80 per hour (+£80 per pupil report) INSET cost on request

Please return to:

Lorraine Bennett
 Waverley School, 105 The Ride, Enfield, EN3 7DL
 020 8805 1858
l.bennett@waverley-school.com

SERVICE LEVEL AGREEMENT:

Commitment from Waverley School Outreach Team:

- We will work together as part of a multi-agency team
- We will contact you within 10 working days of the initial referral to establish together how we can best support your school and staff
- We will jointly agree what support is necessary; discuss roles and responsibilities and timescales
- We will put the identified support/ training in place via discussions, visits, suggested next steps, invitations to Waverley and possible CPD options for all staff to build capacity.
- Create routes for regular communication via email and telephone

If it is felt that the referral does not fall within the remit of the Outreach Tam service, the coordinator will give clear reasons and endeavor to ensure that the request is passed on to the most suitable agency.

Commitment from mainstream school:

- **On our first visit you will ensure the LSA/Teacher/SENCo is available for discussion and for subsequent visits if appropriate**
- That you will work together as part of a multi-agency team
- To build capacity within the mainstream school to support the needs of all pupils with SEN
- To implement appropriate strategies and support within the mainstream school recommended by Waverley Outreach Team
- To provide Waverley outreach team with current information: IEP, Statement or SEN support details, end of year reports and any further assessments undertaken by other agencies
- To ensure parents are informed of Waverley Outreach team's involvement with the child
- Complete evaluations and provide evidence of Waverley Outreach team's input to support further development of the outreach service

Signed:

Waverley Outreach Team: _____

Date: _____

_____ School:: _____

Date: _____