

Teaching Alliance of Dorset Special Schools

Outreach Service 2017 - 2018

1. After identifying need, the school completes an Outreach referral form and sends this to TADSS. (EP to be advised at all stages)

2. TADSS checks if appropriate referral and sends the referral form to the appropriate Special School. Outreach Teacher is identified.

3. Outreach teacher contacts SENCO. SENCO arranges visit to include observation and a Joint Planning meeting to include parents where possible.

4. Outreach teacher visits. During **Joint Planning meeting, chaired by SENCO**, agreed purpose and Action Plan are established. SENCO arranges for action plan to be given to parents, and sent to any other professionals involved.

7. **Review Meeting.** The Mainstream school, including SENCO, Outreach Teacher and parents, meets to **review** the Action Plan work. In rare instances, a telephone call may be appropriate. There will be one of three outcomes

7c If an interim monitoring visit has not taken place then a further visit or Inreach might be arranged.

7a. The case is complete and no further involvement is needed. Review paper work to be completed. Mainstream school to distribute to parents, Outreach teacher, other Inclusion Professionals involved.

7b. Further Outreach teacher visits or Inreach visits are required which are financed by the receiving school.

6. Some further support on the same purpose through training, Inreach visit, monitoring visit or telephone advice is arranged.

5. There is a period of time when the Action Plan work is undertaken. After every involvement a Record of Involvement is completed by the Outreach Teacher and a copy sent to the Mainstream school. The Mainstream school will copy and distribute to parents and other Inclusion Professionals involved in the case.