



*Five special schools working  
for the benefit of all pupils  
with SEND in Dorset...*

**National Teaching School**  
designated by



**National College for  
Teaching & Leadership**

## OUTREACH SERVICE GUIDANCE NOTES

*Please read before completing an Outreach Request form.*

### Criteria for referral

We welcome referrals for pupils with complex learning needs, who are already receiving substantial support through school financial and human resources. We aim to support and empower teaching staff by sharing our knowledge. This service is funded by Dorset County Council as part of its provision to provide specialist support for pupils with special educational needs and disabilities who meet the high needs funding criteria.

To give some examples, we can help with strategies and advice for managing behaviour arising from Autistic Spectrum Disorder, support for classroom organisation to engage pupils with ADHD or attachment issues, information regarding appropriate resources for learning disability and tailored support packages for pupils needing individual programmes to make progress. The children and young people with whom Outreach might work would typically have some challenges in accessing the mainstream curriculum as a result of their cognition and learning needs.

For pupils with specific learning difficulties or complex communication difficulties, including sensory needs where intensive work with the pupil and school is required, a referral to the Dorset SENSS Team would be appropriate.

### Outreach Staff

Our team of Outreach teachers are experienced in working with pupils with complex Special Educational Needs and Disabilities. Their areas of particular expertise will be matched with the needs of the pupil referred. In most cases, the Outreach teacher will be from the special school nearest to the receiving school.

Teaching Staff members in TADSS schools are highly trained, with regular updated training in key areas of SEND. They are experienced in behaviour management and fully up to date with Safeguarding issues. Outreach teachers have substantial experience in working with teachers and teaching support staff to provide best outcomes for pupils.

### Receiving School

The SENCO of the school is regarded as a key partner in the work of the Outreach teacher, attending meetings and identifying wider issues to be addressed as whole school training and resource needs.

A member of the receiving school staff should be available to chair the Joint Planning and Review meetings.

We expect the Dorset Educational Psychologists team to be kept informed and sent relevant paperwork regarding the Outreach involvement.

Parents should be present at the Joint Planning and Review meetings but if this is not possible, telephone contact will be used, either by the Outreach Teacher or SENCO depending on the situation. We hope that a flexible approach will save any delays in the process.

### Timescale

In the last eighteen months there has been a high demand for the Outreach service and we have adjusted waiting times, as follows:

- From initial request – TADSS response within 4 weeks.
- Visit and Joint Planning meeting – completed within 8 weeks of initial request.
- Review – within 6 months of initial request.

Work undertaken will always include a school visit, classroom observation, planning meeting, recommendations, written report, feedback and a review meeting. It is expected that the majority of cases will be closed after the review meeting and that the receiving school will put into place the recommendations and identifies training to support SEND, which arise from the Outreach involvement.

### Feedback & Evaluation

The Teaching Alliance of Dorset Special Schools seeks to provide a supportive and responsive Outreach service for the benefit of pupils. We want to do the best job we can and welcome feedback on how the Outreach support has helped individual pupils and staff. Suggestions for improvement are always welcome.

The feedback form will be issued after the Review meeting.

### Contact

In the first instance, to request Outreach and for any general enquiries, contact:

[tadss@westfield.dorset.sch.uk](mailto:tadss@westfield.dorset.sch.uk) att: Clare Mackavoy

During Outreach work the Outreach teacher will supply their school email and telephone no.

Team leaders for each school are:

Beaucroft: Joe Barnett

Mountjoy: Jackie Shanks

Wyvern: Richard Holt

Westfield: Aisla Maclean- Wood

Yewstock: John Collins

