**INCLUSION SUPPORT TEAM**

**Commissioned Service**

**April 2019 – March 2020**

**Traded Behaviour Support Service: and OST (Stepping Stones Short Stay School) and GHIST (Golden Hill Short Stay School)**

From 1st April, 2019 the Inclusion Support Service at Stepping Stones and Golden Hill (short stay) Schools will become an entirely Traded Service, receiving no funding from the Local Authority. Mainstream Schools wishing to access behaviour support will be required to buy support services directly from their chosen short stay school.

***Stepping Stones will offer support for mainstream schools in District 01, 02 and 04.***

***Golden Hill will offer support for mainstream schools in District 06, 07, 08***

**The Traded Service Offer to Mainstream Schools**

Schools wishing to access support for either Stepping Stones or Golden Hill will be asked to purchase the Universal Support Offer from the appropriate short stay school in their district.

The Universal Support Offer will be a base requirement to ensure the Inclusion teams can continue to provide a service to schools and will be similar to the Service Level Agreements mainstream schools enter into with other Local Authority services such as Safeguarding, Legal Services and Health and Safety teams.

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| **Universal Support Offer:**  ***What will mainstream schools get?***   * Access to the Short Stay School’s Telephone Advice and Support Service:-ensuring prompt advice and guidance regarding pupil behaviour. * Access to Behaviour Surgeries held twice termly at the Short Stay School (booked in advance) * Access to the Short Stay School Resource library / Support materials etc. * Signposting to other relevant professional services / advice etc. * Option to purchase the Silver and Gold Support Packages from the Short Stay Schools at any time through the financial year.   ***How often can mainstream schools access the above?***   * As many times as required throughout the financial year (April 2019- March 2020)   **In addition to the above, the Universal Support Offer also guarantees a 10% discount applied to the purchase of any Short Stay School Training Package.** |
| **Schools who purchase this Offer by 31st March 2019 :- £500**  **Schools who purchase after 31st March 2019:- £750** |

**Schools who have purchased the Universal Offer will be able to purchase the Silver and Gold Support Packages at any time during the financial year. Both packages have been designed to give mainstream schools the greatest level of flexibility regarding the inclusion support they require.**

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| **The Silver Package:**  ***What will mainstream schools get?***   * A Short Stay School Co-ordinator to Action Plan the school’s inclusion support requirements including how the 12 hours will be spent. * 12 hours of Short Stay School Specialist Support.   For example a school may wish to use this time to have a pupil observation, assessment of behaviour difficulties and a full report (6 hours) plus 6 hours of direct pupil support.  Another example would be a school wishing to have an observation of a cohort/ class of pupils, a written report, support meeting (6 hours) plus 6 hours of whole class support.  **Please see the Menu of Support to Schools Appendix for a full list of possible direct work options for mainstream schools to select from.** |
| **Silver Package Cost:- £900** |

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| **The Gold Package**  ***What will mainstream schools get?***   * A Short Stay School Co-ordinator to Action Plan the school’s inclusion support requirements including how the 24 hours will be spent. * 24 hours of Short Stay School Specialist Support.   For example a school may wish to use this time to have 2 pupil observations, assessment of behaviour difficulties and full reports (12 hours) plus 12 hours of direct pupil support.  Another example would be a school wishing to have a pupil observation and specialist teacher advice, with report, for children with an Education & Health Care Plan (6 hours), with 6 hours of individual support, completing statutory duties.  **Please see the Menu of Support to Schools Appendix for a full list of possible direct work options for mainstream schools to select from.** |
| **Gold Package Cost:-£1,700** |

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| **Silver and Gold Packages: Menu of Support Options**  **Stepping Stones School**  **The Outreach Co-ordinator will contact you regarding how to utilise the time to support your requirements.**  **Individual Pupil Support**: Provision of a report with recommended strategies & resources to be used to inform the delivery of support to children and evidence a graduated response as part of the EHCP process.  **1:1 support to staff** - Modelling and interventions alongside pupils in the classroom setting. Support meetings with class teacher/supporting staff. Provision of relevant resources. 1:1 bespoke training.  **1:1 support outside of the classroom** - To address specific areas of need, for example supporting children during unstructured times, transitions, break times and dinner times.  **Specialist Teacher advice** for children and young people at SEN Support or with an Education and Health Care Plan.  **Completing targeted learning plans** for your pupil with SEND.  **Completing statutory duties** for children with Education, Health & Care Plans.  **Class support** - Delivery of input to develop the confidence and skills necessary for effective classroom behaviour management. This input is often delivered via modelling and consultation by an outreach worker who works very closely with staff. This includes email and telephone support. This has previously been a service particularly valued by NQT’s.  **SMART Group work** Interventions - Includes activities such as circle time, work on transitions to secondary school and friendships. Structured programmes to support ‘Self-Esteem’, ‘Anger Management’, ‘The Brain and Self- Regulation’.  **Whole School Support** - Development of a positive behaviour management system.  Support in developing structures, strategies and rewards around challenging times of the day.  **Assessment of emotional and behavioural presentation**. – Support to use or develop the use of assessment tools such as Boxalls and Thrive. These assessments can be used to inform practice and evidence need.  **Attendance at meetings** - TAF, CSC meetings etc. to offer advice and next steps guidance.  **Preparation and support for Annual reviews.**  **Support with Managed Moves:** Use of a network of schools to consider the most appropriate placement for a child via a managed move process working in partnership with Pupil Access Team. OST can utilise their contacts and knowledge of primary schools across Lancashire to facilitate and support this process. |

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| **Stepping Stones OST Training packages**   * **Supporting Challenging Behaviour in the Classroom –** practical strategies for classroom behaviour management. * **Attachment and Emotion Coaching** supporting schools in working with pupils with Attachment and emotional regulation difficulties. * **Whole Class Circle Time** to promote positive relationships and problem solving within the classroom. * **Supporting Pupils with ACE’s, Attachment & Early Trauma** gives an understanding of brain development and strategies to support in school. * **Positive Lunchtimes’** supporting lunchtime supervisors with practical strategies and ideas. * **SEN and IEP Support.**  |  | | --- | | **Training Costs** |   STAFF MEETING 1 HOUR: £200  STAFF MEETING 1.5 HOURS: £250  TWILIGHT 3 HOURS: £350  HALF DAY: £450  FULL DAY: £750  **\*\*\*\*\*\*\*** The OST can also provide bespoke training for your school. This package involves a planning meeting with the HT and SLT to decide the focus and scope of the training required and the bespoke training. ***PRICE AVAILABLE ON REQUEST.*** |

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| **Referral Pupil Placements at Stepping Stones**  **Referral places at each short stay school are subject to availability. They can only be available if exclusions continue to be minimal. Admission is via each Short Stay school’s termly Admissions Panel Meeting**   * Each pupil referral pupil placement consists of:- * An initial meeting with mainstream school and parents/ carers. * Admission meeting to the Short Stay School. * A 12 weeks in house pupil placement at the short stay school- 25 hours per week education. * 1 pupil review meeting for mainstream school and parents/ carers. The review includes a Pupil report with a planned and evaluated graduated cycle of support. * Opportunities for mainstream school staff training i.e mainstream staff to visit the short stay school and work alongside the short stay school staff and observe them working with their pupil. * A structured pupil reintegration programme to mainstream school. * Short Stay school Step down support: 3 visits over a 6 week period, on-going email and telephone support. |
| **In-House Referral Pupil Placement Cost: £2,500**  **(12 Week Placement)** |
| **Further details on the referral application can be found at** [**www.steppingstones.lancs.sch.uk**](http://www.steppingstones.lancs.sch.uk) |

**Mainstream/ Short Stay School Contract**

**April 2019 – March 2020**

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| **SHORT STAY SCHOOL PROVIDER**  Stepping Stones (Short Stay) School  Bowerham Road  Lancaster  LA1 4HT  01524 67164  School number:- 01141 |

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|  |  | Please tick |
| **UNIVERSAL OFFER only** | £500 |  |

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|  | Cost | Number of Packages required | Total |
| UNIVERSAL OFFER | £500 | Base requirement | £500 |
| Universal Offer ( purchased after March 31st 2019) | £250 | Base requirement | £750 |
| **SILVER PACKAGE**  (12 hours of support) - £900 per package | £900 |  |  |
| **GOLD PACKAGE**  (24 hours of support) - £1,700 per package | £1,700 |  |  |
| **TRAINING PACKAGE:** STAFF MEETING 1 HOUR: £200 with 10% discount  **TRAINING PACKAGE:** STAFF MEETING 1.5 HOURS: £250 with 10% discount  **TRAINING PACKAGE:** TWILIGHT 3 HOURS: £350 with 10% discount  **TRAINING PACKAGE:** HALF DAY: £450 with 10% discount  **TRAINING PACKAGE:** FULL DAY: £750 with 10% discount | £180  £225  £315  £405  £675 |  |  |
| **Total Amount Payable** |  | |  |

As Head Teacher I confirm I wish to purchase the above services from Stepping Stones (short stay) School. I wish my school to be debited by journal transfer or invoice (cheque book schools only) the amount of ………………………………….. this will appear on your April 2019 Oracle print.

Signature……………………………………………………………………

Please Print name……………………………………………………….

School Name………………………………………………………………

Email Contact…………………………………………………………….

School Number (district and School Number)…………………………………………………………..

Expenditure Ledger Code ……………………………………………….

Please email this contract to:-head@steppingstones.lancs.sch.uk and cc [OST@steppingstones.lancs.sch.uk](mailto:OST@steppingstones.lancs.sch.uk)

**THANK YOU FOR YOUR CONTINUED SUPPORT.**