**STEPPING STONES OUTREACH SUPPORT TEAM**

**Service Level Agreement**

**April 2020-2021**

**Traded Behaviour Support Service: Outreach Support Team OST (Stepping Stones Short Stay School)**

From 1st April, 2019 the Outreach Support Service at Stepping Stones School became an entirely Traded Service, receiving no funding from the Local Authority. Mainstream Schools wishing to access behaviour support were required to buy support services directly from their chosen short stay school.

**April 2019-April 2020:** During this first year Stepping Stones accommodated the differing needs of each District, creating bespoke systems as requested by each District group.67 children within 40 schools were supported throughout the year. 48 of these children have remained in their mainstream placements. Training was a focus, providing professional development for 166 staff from 34 schools. Following a survey, feedback from schools was 100% outstanding, with the impact cascading throughout the schools. The Stepping Stones team **thank you** for working so inclusively and we are looking forward to extending our provision to Districts 01, 02 and 04 during 2020-2021.

**April 2020-April 2021: The Traded Service Level Agreement to Mainstream Schools**

Schools wishing to access support from Stepping Stones will be asked to purchase the 2020-2021 Universal Support Offer.

The Universal Support Offer is a base requirement to ensure the Outreach 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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| **2020-2021 Universal Support Offer:**  **What does this buy in ensure?**   * It ensures that Stepping Stones continues to have an outreach service available for mainstream schools. Provision of support, guidance and advice for children presenting challenging behaviour and social, emotional and mental health needs in school will be able to continue. * Consultancy and individual support for children with EHC Plans for SEMH will be able to continue.   **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, available at the Behaviour Surgeries. * Signposting to other relevant professional services / advice etc. * Option to purchase consultancy hours and the Bronze and Silver Support Packages from the Short Stay Schools at any time through the financial year. * Option to purchase support for children who have EHCP’s.   **How often can mainstream schools access the above?**   * As many times as required throughout the financial year (April 2020-March 2021)   **The Return to School Following Covid-19 Lockdown Behaviour Surgeries-**Until Behaviour Surgeries can resume in their usual format, an alternative ‘Virtual Surgery’ will be available where staff can book in via [diane.sheron@steppingstones.lancs.sch.uk](mailto:diane.sheron@steppingstones.lancs.sch.uk) and will then be invited to attend a Zoom Q&A meeting where colleagues can share experiences and our Outreach Team can offer advice and support. Please see website for dates**. (Free-as part of Universal Offer)** |
| **Schools who have purchased the Universal Offer (£500) will be able to purchase any Support Packages at any time during the financial year. All packages have been designed to give mainstream schools the greatest level of flexibility regarding the outreach support they require.** |

**STEPPING STONES SUPPORT PACKAGES**

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| **The Return to School Following Covid-19 Lockdown Virtual Package: £950.**  **12 hours Support**  An Outreach Specialist to action plan the school’s requirements, including how the 12 hours of support can be most effectively utilised.  For example, a school may wish to use this time to have a virtual (Zoom) discussion with relevant staff to assess behaviour, a virtual meeting and support for parents (Zoom, WhatsApp or communication of their choice), provision of resources and a full report. This could be followed up by 5 weekly meetings for an hour with either staff or parents, or half an hour each; flexibility will be according to need. A virtual review meeting would follow, which could be a TAF meeting if appropriate.  **The Return to School Following Covid-19 Lockdown hourly Consultations – (£95 per hour)**  An Outreach Specialist to provide support, following an initial free phone consultation, as part of the school’s Universal Offer. This could be virtual meetings (Zoom) with individual staff or whole class teams who require support and advice. |

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| **The Bronze Package: £475.**  **6 hours Specialist Teacher Input for pupils with an EHC Plan**  An Outreach specialist teacher to complete a pupil observation, leaving advice & a report, for children with an Education & Health Care Plan.   * 6 hours of direct in school support   **The Bronze Package Top-Up: £475**  **6 hours** input to implement the strategies recommended within the Outreach report. This might be an hour a week to support teachers and staff and provide resources, or 5 weekly sessions to implement structured intervention SMART programmes of support, for example on anger management, self-esteem, the brain & self-regulation. In addition, an hour’s review on completion of these programmes. |

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| **The Silver Package: £950**  **12 hours Support** for individual pupils.  This can be part of the Assess, Plan, Do, Review process, including a pupil observation, assessment of behaviour difficulties, a full report, a review with staff and parents, plus 5 hours of direct pupil support.  **The Silver Package Top-Up: £475**  **6 hours** input. Following the review of the Silver Package, a school might decide to continue the support for a second cycle of Assess, Plan, Do, Review. This might be 5 weekly sessions to implement the strategies outlined at the review. In addition, an hour’s review on completion of these programmes. |

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| **The Parent Support Package: £475**  **6 hours Support** for parents of pupils experiencing difficulties of an SEMH nature.  This can be to support parents in engaging their children with school, provision of strategies and resources to help manage their behaviour at home and access to school, supporting them in navigating the SEND systems, including the EHCP process, helping strengthen parent/school relationships.  It can be a meeting with relevant staff to establish requirements, a meeting with parents followed by a report and 3 further meetings with parents, concluding in a review meeting with relevant staff. Further parent meetings can continue charged at the hourly consultation rate. |

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| **The Year 6 to High School Transition Package: £950**   1. **hours support**   This can be a pupil observation, assessment of behaviour difficulties and a full report by an Outreach specialist teacher. Attendance at a Y6/7 Pupil Transition TAF Meeting. There would be 4 weekly sessions of direct pupil support plus the Outreach specialist would visit the High School visit to liaise with key High School staff (Head of Year/Pastoral Lead/ SENCO). |

**Consultancy Hours**

**Additional hours can be commissioned for any of the following additional services.**

**Addditional Services Provided by Stepping Stones Outreach**

**Attendance at meetings** - TAF, CSC meetings etc. to offer advice and next steps guidance.

**Preparation and support for Annual reviews.**

**Support for Parents –** Meetings with parents to provide support in the home environment as well as in school. This might be useful for children experiencing difficulties following long term absence due to the Covid-19 lockdown. This might be useful for families where relationships with school have become challenging.

**1:1 support for 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.

**NQT/RQT Support:** Behaviour support and guidance to meet the individual needs of the NQT or RQT.

**Completing targeted learning plans (Pupil Passports, IEP’s, IBP’s)** for your pupil with SEND.

**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** - Structured programmes to support ‘Self-Esteem’, ‘Anger Management’, ‘The Brain and Self- Regulation’, ‘Helping Children Who Bottle Up Their Feelings’.

**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.

**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.

**Mindfulness Sessions to Support Staff Anxiety**: One to one sessions, whole staff session(s) through a single staff meeting or an 8 week Mindfulness in Schools Course for your Cluster delivered by a Mindfulness Specialist (MiSP Qualified). This might be useful in managing staff anxiety following the Covid-19 lockdown.

**TRAINING PACKAGES**

All our training is tailored to meet the specific needs of each school(s).

Our Outreach Co-ordinator will meet with the school’s SLT to identify training needs to agree the focus of the training. A bespoke training package will then be created to deliver to individual schools or School Clusters. Feedback reflects that all training provides practical individual, classroom and whole school strategies. Time is always allocated for questions and answers.

STAFF MEETING 1 HOUR: **£210**

STAFF MEETING 1.5 HOURS: **£260**

TWILIGHT 3 HOURS: **£365**

HALF DAY: **£470**

FULL DAY: **£780**

**Menu of Generic Training Packages**

* **Supporting Neuro Diversity to Enable Inclusion 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.
* **Supporting Pupils with ACE’s, Attachment & Early Trauma** gives anunderstanding of ACE’s and brain development.Supporting schools in working with pupils experiencing emotional regulation difficulties due to attachment & traumatic experiences.
* **Supporting Pupils with ADHD**  gives an understanding of the this neurodevelopmental condition and strategies to support.
* **Supporting Pupils with ASC** gives an understanding of this neurodevelopmental condition and strategies to support.
* **Understanding and Supporting Sensory Processing** gives an understanding of this neurodevelopmental condition with practical strategies to support associated behaviour.
* **Supporting Neuro Diversity Within the Classroom - ADHD and ASD** gives a ‘whistle stop tour’ of the neurodevelopmental conditions and strategies to support. This is a 3 hour or full day course.
* **Using Circle Time to Promote Better Behaviour & Positive Relationships** and problem solving within the classroom.
* **Promoting Positive Behaviour & Relationships for the KS1 Child** Inclusive strategies to support the challenging KS1 child in the classroom and 1:1
* **Understanding & Responding to Sexualised Behaviour** Looking at what is natural, healthy behaviour & how to respond to problematic sexualized behaviour. Strategies to support including safety plans, how to respond to disclosures.
* **Positive Lunchtimes’** supporting lunchtime supervisors with practical strategies and ideas.
* **SEN and IEP Support.**

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| **Referral Pupil Placements at Stepping Stones £2750**  **(12 Week Placement)**  **Referral places at Stepping Stones short stay school are subject to availability. They can only be available if permanent exclusions continue to be minimal. Admission is via the termly Multi-Disciplinary Admissions Panel Meeting (MAP).**  Each 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. * Stepping Stones School Step down support: 3 visits over a 6 week period, on-going email and telephone support. |
| **Further details on the referral application can be found at** [**www.steppingstones.lancs.sch.uk**](http://www.steppingstones.lancs.sch.uk) |

**Mainstream/ Stepping Stones School Contract**

**April 2020 – March 2021**

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| **SHORT STAY SCHOOL PROVIDER**  Stepping Stones (Short Stay) School  Bowerham Road  Lancaster  LA1 4HT  01524 67164  School number:- 01141 | | | |
|  | Cost | Number of packages required | Total |
| **UNIVERSAL OFFER** | £500 | Base requirement | £500 |
| **RETURN TO SCHOOL FOLLOWING COVID-19 LOCKDOWN VIRTUAL PACKAGE**  12 hours of support | £950 |  |  |
| **BRONZE PACKAGE TOP-UP**  (6 hours support to implement strategies & review) | £475 |  |  |
| **SILVER PACKAGE**  12 hours of support £950 per package | £950 |  |  |
| **SILVER PACKAGE TOP-UP**  (5 hours of further support & review) | £475 |  |  |
| **PARENT SUPPORT PACKAGE**  6 hours of support | £475 |  |  |
| **YEAR 6 TO HIGH SCHOOL TRANSITION PACKAGE** | £950 |  |  |
| **TRAINING PACKAGE:** STAFF MEETING 1 HOUR: | £210 |  |  |
| **TRAINING PACKAGE**: STAFF MEETING 1.5 HOURS: | £260 |  |  |
| **TRAINING PACKAGE:** TWILIGHT 3 HOURS: | £365 |  |  |
| **TRAINING PACKAGE:** HALF DAY: | £470 |  |  |
| **TRAINING PACKAGE:** FULL DAY: | £780 |  |  |
| **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 £500 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 e-mail this contract to: [bursar@steppingstones.lancs.sch.uk](mailto:bursar@steppingstones.lancs.sch.uk)

If you have, any queries about completing this form please contact Dionne on: 01524-67164-Option1.

If you would like to discuss Stepping Stones Outreach services please call Diane Sheron on: 01524-67164-Option 2

**THANK YOU FOR YOUR CONTINUED SUPPORT.**

ENABLING INCLUSION TO PREVENT EXCLUSION





