**STEPPING STONES OUTREACH SUPPORT TEAM**

**Service Level Agreement**

**April 2021-2022**

Stepping Stones Outreach Team is a Traded Service providing preventative behaviour support to the 129 primary schools across Lancashire Districts 1, 2 and 4. It receives no funding from the Local Authority therefore mainstream schools wishing to access behaviour support are required to buy support services directly from their short stay school. We deliver tailored programmes of support to promote positive behaviour management strategies, mental health and to champion inclusive practice. We are a team of consultants with a track record of re-engaging excluded and at-risk learners. Each year we work with 100-200 pupils in their mainstream setting.

**Our Aims**

* To support staff and pupils with issues associated with return to school post covid.
* To offer targeted support aimed at staff who are supporting specific pupils with SEN.
* To improve outcomes for children and young people with SEN and disabilities to enable them to remain in mainstream education, where appropriate.
* To help our mainstream colleagues to maximise the educational opportunities for all pupils.
* To help to build the capacity and confidence to meet the needs of all children and young people.

**Some examples of what we do**

* In class observations of individual pupils and the development of effective support plans.
* Participation in multi-agency meetings and support for the EHCP assessment process.
* Individual and small group support sessions around areas such as anger management, social skills, dealing with anxiety and building self-esteem.
* Intensive 1:1 support for pupils at risk of exclusion.
* Focused lesson observations and the sharing of effective classroom management strategies.
* Providing suggestions for developing effective whole class behaviour management practice
* SENCO support and strategic advice for managing pupils with complex additional needs.

**April 2020 – March 2021**

During this second year as a traded service, Stepping Stones accommodated the differing needs of each District, creating bespoke systems as requested by each District group.The impact of school closures associated with the Covid pandemic is reflective in the number of schools and pupils supported throughout the year. 59 children within 42 schools were supported throughout the year. Prior to school closures training was a focus, however only 2 sessions per District have been able to go ahead.

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 2021 – March 2022 Traded Service Level Agreement**

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: £550 *Schools who have purchased the Universal Offer 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.***  **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. 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 * 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 specialist teacher 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 2021-March 2022) |

**STEPPING STONES SUPPORT PACKAGES: Nursery to Y6**

**The Return to School Following Covid-19 Lockdown Virtual Package: £1000**

**12 hours Support**

An Outreach Specialist teacher 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 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.

**Post Covid School Closure hourly Consultations – (£100 per hour). See below for additional consultancy services available.**

An Outreach Specialist to provide support for pupils struggling to return to school, 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.

**Post Covid Mindfulness Course for Staff Anxiety £1500**

One to one sessions or 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.

**Post Covid Mindfulness Course for Pupil Anxiety £855**

Small group or whole class 6 week Mindfulness in School PawsB course delivered by a Mindfulness Specialist (MiSP Qualified). The class teacher would participate and continue the practice using the toolkit provided.

**The Bronze Package: £500**

**6 hours Specialist Teacher Input for pupils with an EHC Plan**

An Outreach specialist teacher to complete a pupil observation, providing advice & a report and provision of resources for children with an Education & Health Care Plan.

**The Bronze Package Top-Up: £500**

**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.

**The Silver Package: £1000**

**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, provision of resources, a review with staff and parents, plus 5 hours of direct pupil support.

**The Silver Package Top-Up: £500**

**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.

**The Parent Support Package: £500**

**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.

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

* **Whole School Support** - Development of a positive behaviour management system.  Support in developing structures, strategies and rewards around challenging times of the day.
* **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’.
* **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.

**CLASS TEACHER TESTIMONIAL :** *“The weekly visits from SS were invaluable. The professional support was amazing. I was provided with strategies to try and also really useful resources that I could use with the child. I was able to email between visits if I was struggling and they would offer further advice or email ideas or resources for me to use in the classroom. SS helped me to set up a calming cube for the whole school to use. I was able to use some of the strategies with the whole class which was great and it also helped other EYFS staff to think positively about how to approach situations within the classroom. I can’t thank the staff at stepping stones enough for helping me, supporting me and most importantly encouraging me to be as inclusive as possible with a child with extreme behaviour difficulties.”*

**TRAINING PACKAGES**

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

For the foreseeable future, all training will be virtual. We endeavour to offer CPD training sessions at an affordable level.

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.

Provision for up to 15 staff, £20 pp thereafter.

STAFF MEETING (1 hr): **£210**

STAFF MEETING (1.5 hrs): **£300**

TWILIGHT (2 hrs): **£350**

HALF DAY (3 hrs): **£470**

FULL DAY (6 hrs): **£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.**

**HEADTEACHER TESTIMONIAL**:“One of the most rewarding, informative, to the punch line kind of training sessions I have ever attended.”

**Referral Pupil Placements at Stepping Stones £2900**

**(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.

**Mainstream/ Stepping Stones School Contract**

**April 2021 – March 2022**

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| --- | --- | --- | --- |
|  | Cost | Number of packages required | Total |
| **UNIVERSAL OFFER** | £550 | Base requirement | £550 |
| **RETURN TO SCHOOL FOLLOWING COVID-19 LOCKDOWN VIRTUAL PACKAGE**  12 hours of support | £1000 |  |  |
| **Post Covid School Closure hourly Consultations PER HOUR** | £100 |  |  |
| **Post Covid Mindfulness 1 HR STAFF MEETING TO SUPPORT Staff Anxiety** | £210 |  |  |
| **Post Covid 8 WEEK Mindfulness Course TO SUPPORT Staff Anxiety** | £1500 |  |  |
| **POST COVID 6 WEEK MINDFULNESS COURSE FOR SMALL GROUPS OR WHOLE CLASS** | £900 |  |  |
| **PARENT SUPPORT PACKAGE**  6 hours of support | £500 |  |  |
| **BRONZE PACKAGE**  6 hours of support | £600 |  |  |
| **BRONZE PACKAGE TOP-UP**  (5 hours support to implement strategies & review) | £500 |  |  |
| **SILVER PACKAGE**  12 hours of support | £1000 |  |  |
| **SILVER PACKAGE TOP-UP**  (5 hours of further support & review) | £500 |  |  |
| **CONSULTANCY PER HOUR** | £100 |  |  |
| **TRAINING PACKAGE:** STAFF MEETING 1 HOUR: | £210 |  |  |
| **TRAINING PACKAGE**: STAFF MEETING 1.5 HOURS: | £300 |  |  |
| **TRAINING PACKAGE:** TWILIGHT 3 HOURS: | £470 |  |  |
| **TRAINING PACKAGE:** HALF DAY 3 HOURS: | £470 |  |  |
| **TRAINING PACKAGE:** FULL DAY 6 HOURS: | £780 |  |  |
| **TOTAL AMOUNT PAYABLE:** |  | | |

**SHORT STAY SCHOOL PROVIDER**

Stepping Stones (Short Stay) School

Bowerham Road

Lancaster

LA1 4HT

01524 67164

School number:- 01141

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

