** Stepping Stones Request **

**For Outreach Support**

**Bronze EHC Package**

**7 hours specialist teacher input for all children.**

Name of Child:

Male/Female:

DOB:

Year Group:

Date of Final EHC Plan:

Category of Need:

**School:**

**School Contact Number:**

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**PLEASE ENSURE THE PARENT/CARER SIGNS THIS REQUEST FORM (this can be collected on the first visit)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Child Protection** Yes/ No | **Child in Need** Yes/No | **Looked after child** Yes/No  Local Authority: |  |
| **Number of days Fixed Term Exclusions**: | | **Head Teacher’s Name**: | |
| **Class Teacher’s name**:  **Email**: | | **SENCO’s name**:  **Email**: | |

People who support the pupil

|  |  |  |
| --- | --- | --- |
| Agency | Name | Email |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

What are the concerns/reasons for the referral? (Please bullet point)

What are the child’s strengths? (Please bullet point)

**Referral Written by:**

**Signature:**

**Date:**

NB: Please ensure SEN file/information is available during specialist teacher visit. *(External agencies, medical, IEP’s, behaviour plans, incident records, etc)*

|  |
| --- |
| **Name and relationship of adult with Parental Responsibility**:  **Parental/Carer Consent** I confirm that I have discussed the reasons for and purpose of the above request with school staff and confirm that I wish to have Stepping Stones Specialist teacher involvement with my child, as referred to above. I confirm that I have parental responsibility. I understand that any written report or other documentation will be sent direct to the school Senco, who will then send this documentation to me those listed as having parental responsibility. I have been provided with the “Privacy Notice” and consent to my and my child’s personal information being held and processed as described in the document.  Parent/Carer signature:  Name in print: Date: |

Please return the completed form and accompanying documentation to:

Main contact

email: [k.greenwood@steppingstones.lancs.sch.uk](mailto:diane.sheron@steppingstones.lancs.sch.uk)

Please cc the following contact into your referral:

email: [fran.taylor@steppingstones.lancs.sch.uk](mailto:fran.taylor@steppingstones.lancs.sch.uk)

Please note, the parental signature can be provided at the first visit.

GPDR DATA STORAGE: Please note we supply mainstream schools with copies of reports and reviews. We only hold information on our digital server until your child completes their primary education.