



## **OUTREACH SUPPORT**

### **Service Level Agreement April 2024-2025**

Stepping Stones Outreach Team is a Traded Service providing preventative behaviour support to the 119 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 offer targeted support aimed at staff who are supporting specific pupils with SEN.
- To secure positive experiences and outcomes for children and young people with SEN and disabilities to enable them to remain in mainstream education, where appropriate.
- To support our mainstream colleagues in maximising the educational opportunities for all pupils.
- To help to build the capacity and confidence to meet the needs of all children and young people.
- To support staff and pupils with issues associated with return to school post covid.

April 2024 – March 2025  
TRADED SERVICE LEVEL AGREEMENT

Schools wishing to access support from Stepping Stones will be asked to purchase the 2024-2025 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.

**2023-2024 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 Outreach Team's Telephone Advice and Support Service; ensuring prompt advice and guidance regarding pupil behaviour (this can also be in the form of a prebooked face to face Teams call, email Katie Greenwood at [k.greenwood@steppingstones.lancs.sch.uk](mailto:k.greenwood@steppingstones.lancs.sch.uk) to arrange this).
- Termly 'Inclusion Network Meetings' (District 1 and 4). This is a network meeting to provide support and guidance, share updates, good practice, creative ideas and strategies to support inclusion. Staff will attend from each support service available through the District Inclusion Hub, including the Outreach team and the Behaviour Mentors.
- Signposting to other relevant professional services / advice etc.
- Option to purchase any of the support packages and consultancy hours from the Stepping Stones Outreach Team at any time through the financial year.
- Option to purchase specialist teacher support for children who have EHCP's.
- Option to request a placement at Stepping Stones school and a supported reintegration.

**How often can mainstream schools access the above?**

As many times as required throughout the financial year (April 2024-March 2025)

## Stepping Stones OST Packages

### **The Bronze Package: £650**

#### **6-7 hours Specialist Teacher Input for individual pupils or whole classes**

This package can be used for all children. An OST specialist teacher will complete an observation, providing advice & a report and provision of resources. If the child has an **Education & Health Care Plan** then advice provided, the written report and provision of resources will use the EHC outcomes broken down into short term targets.

This would usually be a 2-3 hour visit where information is gathered, a written report (2 hours) with recommendations and resources if needed, delivery of the report to staff and parents (1 hour) at the school or in a virtual meeting via Teams followed by a review held at the school 6 weeks later (1 hour). This can be part of the Assess, Plan, Do, Review process.

### **Silver Package: £1000**

#### **12-13 hours Specialist Teacher Input for individual pupils or whole classes**

An OST specialist teacher will complete an observation, providing advice & a report and provision of resources. This would usually be a 2-3 hour visit where information is gathered, a written report (2 hours) with recommendations, delivery of the report to staff and parents (1 hour) at the school or in a virtual meeting via Teams followed by a review held at the school 6 weeks later (1 hour). Provision of recommended resources, direct weekly support, either for staff or with staff to provide direct pupil support (6 hours). This can be part of the Assess, Plan, Do, Review process.

### **The Silver Package Top-Up: £550**

**7 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 would be 6 weekly sessions to implement the strategies outlined at the review and provision of any further resources, followed by an hour's review on completion of these programmes.

### **The Parent Support Package: £550**

**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: £100 per hour.**

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

- ❖ **Observation/discussion re: future support from Outreach**
- ❖ **Writing of EHCP requests**
- ❖ **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 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.
- ❖ **ECT Support** - Behaviour support and guidance to meet the individual needs of the ECT.
- ❖ **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 also includes email and telephone support. This has previously been a service particularly valued by ECT's.
- ❖ **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.

### Training Packages

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

We endeavour to offer CPD training sessions at an affordable level.

Our Outreach Manager 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 hr): **£210**

STAFF MEETING (1.5 hrs): **£325**

TWILIGHT (2 hrs): **£375**

HALF DAY (3 hrs): **£485**

FULL DAY (6 hrs): **£800**

### Menu of Generic Training Packages

- **Managing Behaviour to Enable Inclusion in the Classroom** gives practical inclusive strategies for individual and classroom behaviour management.
- **Supporting Pupils with ACE's, Attachment & Early Trauma** gives an understanding 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.
- **Positive Lunchtimes'** supporting lunchtime supervisors with practical strategies and ideas.

### **Referral Pupil Placements at Stepping Stones**

**£3000 & any funding associated with child (eg. PPG, High Needs Block (core funding/weighting element) (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 admission meeting with mainstream school and parents/ carers.
- A 12 weeks in house pupil placement at the short stay school **(5 weeks fulltime, then from Week 6 4 days a week at Stepping Stones and 1 day a week at the child's mainstream school)**.
- Weekly correspondence of successes and areas for development between Stepping Stones class teacher and mainstream class teacher.
- 1 pupil review meeting in Week 12 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 **(from Week 3 mainstream staff are expected to visit Stepping Stones and work alongside the short stay school staff, observing them working with their pupil)**.
- A **short structured pupil reintegration programme** to mainstream school, including supporting visits from Stepping Stones during this reintegration period.

#### **SHORT STAY SCHOOL PROVIDER**

Stepping Stones (Short Stay) School  
Bowerham Road, Lancaster, LA1 4HT  
01524 67164  
School number: 01141

**THANK YOU FOR YOUR CONTINUED SUPPORT**  
**ENABLING INCLUSION TO PREVENT EXCLUSION**