



Service Level Agreement April 2025-2026

Stepping Stones Outreach Team is a Traded Service providing behaviour support to 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 have a track record of re-engaging excluded and at-risk learners.

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.

April 2025 – March 2026
TRADED SERVICE LEVEL AGREEMENT

Schools wishing to access support from Stepping Stones will be asked to purchase the 2025-2026 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.

2025-2026 Universal Support Offer: £600

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.

What will mainstream schools get?

- Access to the Outreach Team's Email and 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 to arrange this).
- Termly Network Meetings. In District 1 there are termly Inclusion Network Meetings hosted at Morecambe Road Special School, in District 2 there are termly Behaviour Network Meetings hosted by primary schools in the district and in District 4 there are termly Inclusion Network Meetings hosted at Pear Tree Special School. These are meetings to provide support and guidance, share updates, good practice, creative ideas and strategies to support inclusion.
- 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 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 2025 - March 2026)

Stepping Stones OST Packages

The Bronze Package: £750

6-7 hours Specialist Teacher Input for individual pupils (or whole classes)

An OST specialist teacher will complete an observation and meet with key staff and the child's parents. They will provide advice through a report and action plan (including provision of resources where applicable). If the child has an **Education & Health Care Plan** then the action plan will use the EHC outcomes broken down into short term targets. For children in EYFS the action plan can be tailored to the Early Learning Goals.

The package is typically: a visit where information is gathered (2-3 hours); a written report and action plan (2 hours) with recommendations and resources if needed; delivery of the report, which may be on Teams, to staff and parents (1 hour); followed by a review, which may be on Teams, 6 weeks later (1 hour). This can be part of the Assess, Plan, Do, Review process.

Silver Package: £1500.

15 – 16 hours Specialist Teacher Input for individual pupils (or whole classes)

This package includes all of the Bronze package **plus** an extra 9 hours of support – 6 hours of direct support to the pupil and the key adults supporting them and 3 hours (total) to plan and resource the sessions. This support is delivered by an OST specialist teacher and is tailored to each individual pupil's needs.

There may be a waiting list to access the direct support element of this package due to high demand.

Sensory Regulation Support Package: £450..

3.5 hours Specialist Teacher Input for individual pupils (or whole classes)

This support package will help identify sensory likes and dislikes and possible barriers to learning. Strategies will be identified that will help children to regulate and be ready to learn. The package consists of a 30 min observation, a bespoke sensory preferences and strategies report and a bespoke sensory lifestyle plan (2 hours), a report delivery meeting (30 mins) and a 6 week review meeting (30 mins). The two meetings may take place on Teams.

This package cannot be used to diagnose and/or support children with Sensory Processing Disorder.

Consultancy Hours: £110 per hour.

Consultancy hours can be commissioned for additional services such as:

- ❖ **Observation/discussion re: future support from Outreach**
- ❖ **Whole School Support** - Development of a positive behaviour management system. Support in developing structures, strategies and rewards around challenging times of the day.
- ❖ **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 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.

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 work 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): **£250**

STAFF MEETING (1.5 hrs): **£375**

TWILIGHT (2 hrs): **£450**

HALF DAY (3 hrs): **£560**

FULL DAY (6 hrs): **£1000**

See next page for Menu of Generic Training Packages

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 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

£3250 & 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