

Croydon Special School Outreach Request

Name of referrer		Date of referral	
Position		Telephone number	
School/Setting			
Email			
Date of request:			
Please confirm that this request has been discussed and agreed with parents			

Pupil Details:

Name			
DoB		Year Group	
SEN Stage	SEN support	Education, Health and Care Plan	
Main area(s) of need			
What other agencies have been or are currently supporting the pupil? (Add rows as applicable)			
Agency	Nature of support and impact		
Has the pupil been referred to the Primary Inclusion Panel or Secondary Fair Access Panel? If so, what were the recommendations and outcomes from this?			

What has triggered this request for outreach support?
<i>(include any areas of learning or behaviour causing concern and any other relevant information)</i>
If applicable, what strategies and resources have already been tried to support the pupil? What was the impact? What was successful?
<i>(Include any staff training to date as well as any personalised strategies and interventions and amount of any allocated 1:1 support)</i>

How will your package of support be funded?	By your school	Through the Locality Leads
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If it is intended that your package of support will be funded by the Locality confirmation of this will need to be gained before your support can commence.

Effective partnerships

We believe that in order for outreach to be effective, schools must work collaboratively with a shared purpose. Therefore, the following is required from both the outreach provider and the outreach receiver:

- A commitment to collaborative working;
- An open, honest approach to working;
- Transparency when communicating with both parents and professionals;
- Agreed intended outcomes and timescales;
- Planned opportunities for reflection, engaging in professional discussion and problem-solving;
- Clear modes of communication and key points of contact;
- Appropriate time, and staff, committed to support the outreach intervention and to maximise the impact.
- An understanding that suggestions are made with good intentions and are based on both experience and an evidence-base; however, these may not be effective in every scenario. Where this is the case, alternative interventions will be discussed and next steps will be planned.

We ask that if a child is not at school on the day of a planned visit that Red Gates School be contacted as early as possible to let the visiting member of staff know. Likewise, if a visit needs to be cancelled Red Gates staff will inform the receiving school as soon as is practically possible.

Completed request forms should be sent securely to the Outreach Coordinator:
outreach@redgates.croydon.sch.uk