

Outreach Request and Agreement Form

What is the purpose of our service?

We provide advice, support, signposting and guidance to mainstream secondary and primary schools and LRBs in Newport. We aim to help these settings provide relevant, bespoke learning support for pupils with social, emotional or behavioural needs, allowing them to maximise individual progress and create & maintain successful placements.

What pupils are eligible?

Any school with a pupil who is showing social, emotional or behavioural needs who feels that their pupil will benefit from an outreach visit. Please note: multiple requests from the same school for pupils with similar needs will not be considered. Schools should use strategies provided by the first outreach visit and ensure these have been shared with all staff.

Capacity of provision

The availability of the Bridge Achievement Centre Outreach Service is the equivalent of 1 person for 1 day a week per year. The service is delivered by the staff of the Bridge Achievement Centre with the most relevant person allocated to provide each request for support (this could be a teacher or a TA depending on the issue identified). There are 57 schools in Newport and allocation of support will be based on the highest priority need and availability of our staff.

How is the Bridge Achievement Centre Outreach provided?

What can we provide?	Examples of outreach work that we cannot provide
In school support, building relationships with learners and suggesting appropriate strategies to support	Diagnosing learners or offering an opinion on whether an undiagnosed child has a particular need.
Advice on behavioural strategies	Input into LA IDP process
Help pupils to understand and manage their feelings and emotions	Making a decision around whether a pupil needs a special school or LRB placement at this stage
Assist with inclusion strategies	Judging whether a pupil should receive additional LA funding
An initial Teams meeting with all relevant school staff to discuss the pupil/s. One initial visit with a follow-up short report based on the visit	Contributing to an exclusion process, or evidencing that a school cannot meet a child's needs
During the outreach visit it would be useful to speak to all staff involved and observe the pupil/s	Working directly with parents

What does my school have to do?

- Provide time for us to meet with relevant, appropriate school staff
- Liaise with BAC worker to discuss dates and times of sessions
- Be honest and open about the pupil and approaches of staff involved
- Show openness to persisting with new approaches for extended periods of time
- Complete the form below and share with bridge.achievementcentre@newportschools.wales (please return this form as a Google doc or Word doc only - not as a PDF)
- It is the school's responsibility to gain permission from parents. **A parental signature must be in evidence on the completed referral form.**

You will receive confirmation of times of Outreach sessions.

Outreach Request and Agreement Form

Name of Pupil referred:	Pupil DOB:
Year group:	
Date of Referral:	
School/Setting:	
Referred by:	
Email address:	
OPP Targets	
1. 2. 3.	
Current Attainment	
Main Reasons for Referral - Current Challenges	
1. Does the pupil receive any additional interventions? If so, what, how often, and how is this going? 2. Which other agencies / professionals have been involved with the pupil in the last 12 months? (e.g. Social Care, EPS, CAMHS)	
1. 2.	
What are you hoping for from this referral?	

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Parental signature: Date:
For the Outreach Service to complete
Outreach Service Feedback: Date of Teams meeting:
Next steps: By whom:

Outreach Reporting Form	
Pupil Name:	
Date of Birth:	
Year group:	
School:	
Attendance:	
Link staff:	
Date of referral:	
Outreach Recommendations and Suggested Strategies:	