

Outreach Request Pathway Flow Chart

Mainstream Headteacher/SENCO completes request for Support Form



Mainstream Headteacher/SENCO sends completed request for Support Form to designated special school Headteacher/Outreach Co-ordinator



Outreach Co-ordinator to look at referral form (Are they happy to support? Do they need any further information?) If more information is required Outreach Co-ordinator to telephone school



Special School teacher chosen to carry out support



Special School teacher to contact school to arrange initial visit.



Initial visit is free (up to half a day) offer of strategies and advice. Discuss time span and how to evaluate support



Further visits to take place if required, at a cost, where different packages of support will be discussed and planned. Success criteria, evaluation of support and exit strategies will also be discussed.