

INCLUSION OUTREACH SUPPORT REFERRAL FORM

Name:

NC year:

Date of birth:

Telephone:

Address:

Parent/guardian:

Parent agreement:

Ethnicity:

Current school/previous:

Contact adult:

Brief description of child:

Concerns resulting from inclusion of child in class:

Previous/current description strategies employed by school to support child:

Please note that the first collaborative visit will discuss above and look at evidence of what has worked/not worked:

Please choose the kind of help you would like from us from the menu below (choose more than one option if you wish)

What we can do for the school	What we need the school to do	Tick if required
<p>School visits by our staff:</p> <p>1) We will visit to observe the child (or children) and then discuss with the necessary staff.</p> <p>a. What the concerns are</p> <p>b. What strategies/resources have already been tried to address the concerns and how successful these have been</p> <p>We will then recommend possible strategies/resources/training to address the concerns. A report (see attached example of format) will be sent to the school:</p> <p>Please note that while this report may be useful for annual review meeting purposes, we are not able to write separate reports for annual review due to time constraints.</p> <p>2) A second visit can be made to model use of the strategies/resources we recommend to Teacher and / or Assistants; alternatively teachers/assistants might visit our school to observe the strategies/resources being used here.</p>	<p>Essentials</p> <p>Time needs to be made available for the visiting advisor from our school to meet with the staff working with the child/children. This should include the Teacher and any Assistants involved.</p> <p>This needs a minimum of half an hour and is best not done in break times (i.e. it is usually necessary to provide cover).</p> <p>Desirable</p> <p>If strategies are modelled, time needs to be available for the Teacher/Assistants to observe.</p>	
<p>Visits to Jack Tizard School</p> <p>Teachers/Assistants visit our school to observe/discuss how we work with children with similar needs to those with whom they work.</p>		
<p>ICT advice</p> <p>Teachers/ICT staff visit Jack Tizard to observe children working on the wide range of SEN ICT materials we have available. They will be given a sheet to list the materials (hardware / software) that interest them and we will send details of how to source and order these materials.</p>		
<p>Telephone consultations</p> <p>We will phone you so that you can ask for information on resources and training (we are sent details of a wider range of training courses and resources than most schools and also advice on which have worked for us).</p>	<p>Your phone number and the best times to contact you:</p>	
<p>Sharing training</p> <p>You may wish to join us for training sessions, thus spreading the cost. A list of upcoming training sessions can be provided on request.</p>	<p>A share of the cost of training</p>	