**Outreach Referral Form**

Outreach is delivered via Baycroft School and is funded via an arrangement with Hampshire County Council. Outreach is made available to schools free at the point of use except where there are exceptional bona fide costs to Baycroft School which should be passed on, for example certification or accreditation. Mainstream schools who receive outreach agree to complete a short online questionnaire to help assess the impact of outreach at periods of one term after the outreach, one year after the outreach and two years. It is also an expectation that schools who receive outreach implement the advice provided and maintain records of impact and outcomes, including where this is training.

Outreach is intended to:

* Build capacity in mainstream schools
* Build confidence within mainstream schools
* Support placement

Outreach is a broad term and individual agreements and sought outcomes will vary.

Please indicate your reason for seeking outreach:

**Individual pupil(s) support ☐  
School-based direct teaching or modelling with staff ☐  
Staff in-reach ☐  
Staff training (whole/group) ☐  
Peer review or consultation ☐**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Please send this completed form to: [adminoffice@baycroft.hants.sch.uk](mailto:adminoffice@baycroft.hants.sch.uk) with a clear subject line of OUTREACH REFERRAL

**PRIVACY STATEMENT**

*Baycroft School is collecting information about you and/or specific pupils as you are making a referral to our outreach service.  
We will use your information to inform our understanding of how best to offer a service.  
We will not share your information with any third parties unless agreed with you and the pupil’s parent.  
All of your data held by Baycroft will be securely held within the UK and will be kept for two years and then securely destroyed.  
You have some legal rights in respect of the personal information we collect from you.  
Please see our data protection webpage for further details at* [*https://www.baycroftschool.com/school-policies/*](https://www.baycroftschool.com/school-policies/) *- Privacy Notice.  
If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance with us or directly to the Information Commissioner’s Office at* [*https://ico.org/uk/concerns*](https://ico.org/uk/concerns)*.*

**Contact:**

*If you would like to discuss anything in this privacy notice, please contact: Mrs S Jeffery dataprotectionoffice@baycroft.hants.sch.ukor on 01329664151.*

**Please tell us about you:**

|  |  |
| --- | --- |
| Name and email address |  |
| School |  |
| Position |  |
| Have you received outreach previously? If so, most recent date |  |
| Details of any relevant training school staff may have received |  |

**If you are seeking outreach for a pupil, please tell us:**

|  |  |
| --- | --- |
| Pupil name |  |
| Date of Birth & Year group |  |
| Preferred language |  |
| Social care status (CIN, CP, LAC) |  |
| Does the pupil have an EHCP? |  |
| Current attendance % and *pattern* of attendance if reduced |  |
| Details of any other agency involvement |  |
| Reason for referral including strengths and needs |  |
| What support have you tried to so far and how effective has it been? (describe impact and outcomes) |  |
| What are you hoping to achieve from outreach? |  |
| What are their current attainment levels? |  |

|  |  |
| --- | --- |
| **Examples of Activity/Support offered by the Outreach Service. Please tick any which you think at this stage you would like :** |  |
| Consultation with SENCo or other key staff; validation or enhancement of existing good practice |  |
| Observations of child/young person – to inform future action to be implemented to improve outcomes |  |
| Consultation with key class or dept team members |  |
| Staff training – 1:1 |  |
| Staff training – group or team |  |
| Staff training – whole staff |  |
| Modelling or demonstrating particular techniques or practice |  |
| Helping to design bespoke programmes, strategies or curricula |  |
| In-reach visit to specialist setting eg Baycroft, for key school staff |  |
| Signposting to external agencies and support organisations |  |
| Support creating or sourcing resources |  |
| Sharing of existing educational resources and planning |  |
| Liaison with parents and carers – helping families and professionals to understand EHCPs and need |  |
| Signposting to other services or examples of good practice; brokering partnerships |  |
| Assessment of specific needs eg speech and language levels |  |
| Other |  |

|  |  |
| --- | --- |
| Parent/Carer views/concerns: | |
| Tick to show that parental consent for referral has been given | |
| Date on which consent was given: |  |