

# Queensmill School

## Outreach Policy

Date: September 2010

Reviewed Spring 2014

### **AIMS/PURPOSE**

The Outreach Service at Queensmill School aims to provide high quality support to staff and pupils in mainstream schools through out the tri-borough of Hammersmith and Fulham; Kensington and Chelsea and Westminster in the area of Autistic Spectrum Disorders. This support aims to enable mainstream teachers and support staff to develop strategies to improve pupil's access to the curriculum, their communication skills, learning and behaviour.

### **OBJECTIVES**

**Work practices may include any or all of the following:**

- To work closely with teachers and support staff in the mainstream setting to develop their skills in teaching pupils on the Autistic Spectrum.
- To evaluate the pupils' response to the educational environment and suggest strategies to promote effective teaching and learning.
- To give feedback on and/or make observations of the pupils' ability to access the curriculum.
- To give feedback on and/or make observations of the pupils' ability to communicate in their environment.
- To help staff to set up and support the use of visual communication systems for pupils.
- To help staff set up and use work systems.
- To provide guidance on the selection and organisation of suitable teaching materials.
- To provide INSET for teachers and support staff.
- To provide opportunities for staff to observe colleagues in Queensmill School.
- To liaise with parents and outside agencies to promote inclusion and support for pupils with ASD.

## MONITORING

- The overall effective working of the Outreach Service will be monitored in the first instance by the Senior Management Team at Queensmill School.
- Evaluation forms completed by mainstream schools that have used the service will be employed to seek the opinions of schools as to the level of service they received and their level of satisfaction.

**Policy reviewed** – January 2016

**Reviewed by** ..... F.Adu.....

**Date for next review** – January 2017

**Policy reviewed** – January 2021

**Reviewed by** ..... F.Adu.....

**Date for next review** – January 2022

## Appendix 1

# Outreach Service Level Agreement

### Outreach Team

- Andy – Queensmill Deputy and Secondary Outreach Specialist
- Trisha – Queensmill Assistant Head and Primary Outreach Specialist
- Anita – Senior Queensmill Teacher
- Fatamah – Experienced Queensmill Teaching Assistant

### **Tier 1 (Free)**

To support a school's general SEN strategy and raising knowledge and awareness of autism and how to support autistic learners in mainstream settings

- Meeting and consultation with key members of staff and observation of a student and suggested strategies

- Whole school autism INSET is highly advised in this tier to support whole school practice
- Email and telephone support and consultation
- School to send staff to Queensmill to spend time in autism specific setting

### **Tier 2 (£600 - £900 per term)**

To support schools with identified autistic learners in providing appropriate strategies and resources to facilitate learning in a mainstream environment

- 3/4 Follow-up observations of student and suggested strategies *(to judge the impact of suggested strategies, training at Queensmill and suggest new ideas and methods of support)*
- Focused INSET for specified small groups
- Autism audit of school *(1/2 days) (to look at an autistic learners 'school journey', assessing the environment and social/language demands across the school environment)*
- 4 Direct sessions with a student or group of students *(specific sessions to develop student understanding of their own autism, social skills groups, creating peer friendship groups...)*
- Attendance at training and workshops at Queensmill *(specific and specialist training such as TEACCH, PECS and SoSafe! carry an additional cost)*
- Expert advice from a Queensmill Occupational Therapist

### **Tier 3 (£1200 - 1500 per term)**

To support school with autistic learners who are in 'crisis' and possible at risk of exclusion or a change of placement

- Highly specialised and detailed support plan for student and setting *(a plan would be devised to cover one term)*

- Weekly visit from member of outreach team to provide strategic support
- Secondment of a specialist member of Queensmill staff to facilitate and support existing staff in the setting

**Tier 4 (price dependent on the nature of the outreach project)**

*To support schools who's needs cannot be met in any of the previous tiers*

- Bespoke package created in partnership for a specific school/setting
- Representation and preparation for a tribunal case

To ensure consistency and accountability outreach should commence following the completion of a referral form from each setting and following any of the interventions listed a short report will be written to be placed on file and shared with the setting requesting outreach support.