

## Outreach Process 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 triages the referrals and allocates appropriate support (Are they happy to support? Do they need any further information?) If more information is required Outreach Co-ordinator to contact school. Support maybe signposting/ telephone guidance/ visit / observation



Special School member of staff chosen to carry out support



Special School staff to contact school to arrange support / initial visit.



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