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Outreach Provision Service level agreement

This agreement needs to be completed prior to the pupil entering the dual placement.

Name of school.....
Head Teacher.....

In order to access support through the Thomas Wolsey outreach Provision, Head teachers must ensure that:

- The pupil is registered on roll at both Thomas Wolsey and the mainstream school.
- Parents have been involved in the setting up of the placement and agree to the involvement of the outreach staff with their child. Parents will continue to be invited to visit both schools and be involved in all meetings and decisions.

Thomas Wolsey school (we) andschool (you) agree to the following:

We will supply specialist mobility seating and standing equipment; we will advise on its safe use and visit to ensure that it is appropriate to the child's needs.

You will undertake to clean, monitor and follow guidelines about the safe use of equipment; and you will report broken and lost equipment as soon as possible.

We will offer a loan system to provide items such as switch toys and ICT software. We will undertake reviews and assessments on request and provide advice in opportunities for funding.

You will purchase smaller pieces of equipment to enable your staff to support the pupils (refer to the Suffolk SEN policy) for example cutlery, wheeled stools and ICT software and hardware.

We will provide a first pencil case or specialist stationary and worksheets if appropriate, as well as a report with recommendations to follow in class. You will replenish this pencil case and replace lost or broken items, following the recommendations in the report.

We will offer regular visits from our teaching and outreach staff. Support and advice in planning and setting of the IEP

You will release a member of staff to meet and work in partnership to plan effectively for the term. A member of teaching staff will be released to visit Thomas Wolsey each term and attend the annual review.

We will provide and annually update a profile, detailing the pupils' needs and care.

You will review and add to the file regularly, including relevant letters and information.

You will contact the service to inform them of meetings well in advance, We will endeavour to attend meetings, or supply a written report

It is a legal obligation that staff carrying out manual handling tasks have undertaken initial training and updated this annually. It is the schools responsibility to contact and arrange training.

It is the schools responsibility to ensure that all pupils are included in all aspects of the curriculum including school trips and residential holidays; regardless of their needs.

The school staff are aware, that although supported, they are responsible for planning and actually delivering the pupils' education.

I support this placement and agree to the service level agreement detailed above.

Signed (Head Teacher).....
Date.....

Please leave this part to be signed by the Thomas Wolsey Outreach Provision Manager. It will be completed and returned to you as the pupil begins their dual placement.

Signed (Outreach Manager) Date
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