

PARTNERSHIP AGREEMENT

OAT Secondary Outreach Team

Office: ol_secondaryreferral@ormistonacademies.co.uk

Tel: 020 3108 0358

The Team will

- Acknowledge all referrals promptly by return email. *Please alert **OAT Secondary Outreach Team** if no response is received within 3 working days.*
- Arrange an initial meeting to gather further information and discuss the referral in more detail
- Undertake at least two observations and give feedback to the key staff involved
- Work with key staff to produce a Joint Intervention Plan, with appropriate target(s) that are specific, achievable and measurable and with an agreed review date
- Work collaboratively with the school staff to develop their capacity to respond to pupils with SEMH needs
- Support the implementation of the agreed Intervention over the stated time frame (this may be extended due to unforeseen circumstances or as agreed with the school)
- Keep the school informed regarding the alteration or cancellation of any appointments
- Provide regular records of support throughout the intervention
- Attend a review meeting to discuss progress made and any future actions required
- Be available to liaise with parents via the school, where possible and where appropriate

The Mainstream School will

- Identify a link person (SENDCO or member of SLT) who will be available to liaise with **OAT Secondary Outreach Team** staff and ensure that class teachers are involved in all referrals pertaining to the learner.
- Release staff for the agreed meeting times:

◦ Initial meeting	30-45 minutes
◦ Feedback post observation	15-30 minutes
◦ Meeting to summarise information from observations and discuss recommendations	45-60 minutes
◦ Joint intervention planning	60-90 minutes
◦ Monitoring meeting	30-45 minutes
◦ Review	45-60 minutes
- For staff to be available at the agreed times to attend meetings regarding the intervention in order to gather information, monitor progress and to review and discuss the impact of the strategies implemented
- Provide **OAT Secondary Outreach Team** with relevant reports from other agencies, as appropriate
- Work with **OAT Secondary Outreach Team** staff to produce a Joint Intervention Plan, with appropriate target(s) that are specific, achievable and measurable and with an agreed review date
- Implement the intervention plan and any additional strategies over the agreed time frame
- Inform the **OAT Secondary Outreach Team** (*see contact details at the top of the page*) about any known absences or non-availability of key staff or pupils involved, if at all practical (i.e. this may not be possible for the first lesson in the morning)
- Provide agreed spaces to work/meet e.g. places to take groups, where possible
- Complete an up-to-date Behaviour for Learning Assessment form in time for the review and email it to **OAT Secondary Outreach Team** to process
- Complete and return the evaluation form to the **OAT Secondary Outreach Team** staff member, at the end of the intervention
- Facilitate **OAT Secondary Outreach Team** liaison with parents prior to, during and post intervention where possible and where appropriate