

PARTNERSHIP AGREEMENT

Bi Borough Primary Outreach Team

The Outreach Team will:

1. Acknowledgement of Referral

All referrals should be acknowledged promptly via return email.
If no response is received within three working days, please notify the Primary Outreach Team at:

dccharles@olamail.co.uk (Debby Celestine-Charles, Bi-Borough Team).

2. Initial Meeting

An initial meeting will be scheduled with the school to gather further information and discuss the referral in greater detail.

3. Intervention Implementation

Deliver transition sessions within the specified timeframe.
Extensions may be agreed upon due to unforeseen circumstances or by mutual agreement with the school.

4. Communication

Inform the school in advance of any appointment cancellations or schedule changes.

5. Parental Engagement

Attend at least one meeting with the parent(s)/carer(s) via the school to ensure their engagement and support. (Where appropriate)

The School will:

To ensure the effectiveness and consistency of outreach support, the following procedures and commitments are required from schools:

1. Designated Link Person

- Appoint a named link person, such as the SENDCo or a member of the Senior Leadership Team (SLT), in addition to the class teacher.
- This person will act as the main point of contact for Outreach staff and coordinate communication and logistics.
- Ensure the class teacher is actively involved in all aspects of the referral and intervention process concerning their child or class.

2. Staff Availability and Meeting Schedule

Schools are expected to release relevant staff for the initial meeting

3. Information Sharing

- Provide Outreach staff with relevant reports from other agencies, where appropriate, to support a comprehensive understanding of the children's needs.

4. Communication and Attendance

- Inform the Outreach Team member of any known absences or unavailability of key staff or child/ren for in-person or online meetings in advance, where practical.

5. Parent Meeting

- In collaboration with the Outreach Team member, the school will arrange and facilitate at least one meeting with the parent(s)/carer(s) as part of the intervention process. (as appropriate)

6. Paperwork

- Complete and return any relevant paperwork to the Outreach Team promptly when requested

Important Notice

FAILURE TO ATTEND SCHEDULED MEETINGS OR TO INFORM THE OUTREACH TEAM MEMBER OF STAFF OR A CHILD'S ABSENCES ON TWO OR MORE OCCASIONS MAY RESULT IN THE INTERVENTION BEING CLOSED. THIS MEASURE IS NECESSARY DUE TO THE LIMITED CAPACITY OF THE OUTREACH TEAM AND TO ENSURE EQUITABLE ACCESS TO SUPPORT FOR ALL SCHOOLS.

This agreement must be signed and returned via email before the initial meeting.

Signed class teacher: _____

Signed SENCO/SLT: _____

Date: _____