

Service Level Agreement

(Please print)
 Name of School.....
 Headteacher.....

The service will:

- Focus on the how the pupil is functioning during observations.
- Provide feedback to staff following observations and arrange further observations as required.
- Provide a written report following the Outreach visit, which will include recommendations and suggested strategies.
- Follow up, at the end of each term for the following year, on the impact of suggested strategies on pupils’ achievement, behaviour and attendance.
- Meet with parent/carers if requested either by the school, service or parent/carers.

The school will:

- Complete an evaluation of the Outreach Service within 5 days of the final Outreach visit
- Obtain parental agreement prior to us working with the pupil(s)
- Take responsibility to ensure that parent/carers have given their written consent to Outreach involvement prior to referral to the service.
- Provide an opportunity for the Outreach teacher to observe the pupil in a typical school setting.
- Facilitate an opportunity for the Outreach teacher to feedback to the class teacher/TA/SENCO following the observation.
- Invite parent/carers to meet with Outreach and school staff, to discuss support if necessary.
- Take responsibility for delivering the support recommended by the Outreach service and feedback for the Outreach service in order to inform any further visits.
- Provide feedback on the effectiveness of suggested strategies on pupils’ achievement, behaviour and attendance at the end of each term for the following year.

I agree to the Service Level Agreement detailed above:

School: _____

Signed..... Name(print):

Designation..... Date.....

(Please keep a photocopy for your records & give the original to the Outreach Teacher)

Service:

Signed..... Name (print) Date.....

We look forward to working in partnership with your school!

