

Short Stay School for Norfolk

Services to Schools



Introduction

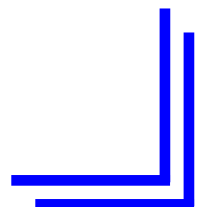
The short stay school for Norfolk (SSSfN) is the Norfolk provision for young people out of school due to challenging behaviour. We offer a range of services to schools to support the management of students and pupils with emotional, social and behavioural difficulties. This booklet is provided to offer clarity over the types of support available and the methods of accessing such support.

The Short Stay school comprises four constituent schools

- The Brooklands School (Gorleston)
- The Douglas Bader School (Coltishall)
- The Locksley School (Norwich)
- The Rosebery School (Kings Lynn)

The services listed in this booklet are not exhaustive and represent our core offer which can be accessed from any of the four constituent schools. Each of our four bases will offer additional services and these can be discussed individually with your local Short Stay School.

The details within this booklet are correct at time of writing (July 2011) but may be subject to revision and alteration over time.





Services to the Primary Phase

Helpline

Your first point of call for support and help from the Primary Phase is the dedicated Primary Helpline

Each constituent school within the SSSfN has its own primary helpline number

The Brooklands School	01493 660427
The Douglas Bader School	01603 737764.
The Locksley School	01603 508523
The Rosebery School	01553 612027

Types of Work Undertaken

The SSSfN offers a range of services for the Primary Phase

Advice and Support

Offered primarily through the Helpline but also by consultation with the Primary team we can offer the following :

- Professional Consultation
- Support with creation of Pastoral Support Plans
- Support with creation of Positive Handling Plans
- Advice on creation of risk assessments
- Advice and Support on the Statementing Process
- Support with accessing SRB placements
- Support with initiating CAF process
- Arranging and supporting Managed Moves

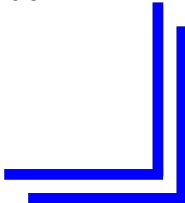
Outreach

The Primary team can offer an outreach service to support schools with managing the needs of vulnerable and challenging young people.

The outreach support is accessed through completion of a referral form.

The referral will generate an initial conversation or observation from a member of the Primary team who will suggest initial strategies or interventions.

In some cases this will be supplemented by a time limited series of interventions by a specialist support assistant. SSA time will be used to implement specific strategies or train school staff in approaches likely to help the child.





Services to the Primary Phase

Types of Work Undertaken

Onsite Sessions

Each constituent school within the SSSfN will offer time limited placements onsite for primary aged pupils.

Onsite sessions may be for short periods each week such as a couple of afternoon sessions, or for longer such as a three week placement.

The length and nature of the onsite session will be by negotiation with the individual school and will be based upon the needs of the child.

Staff Support

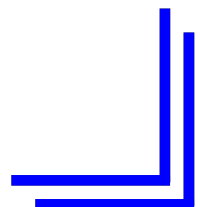
Primary staff are available from the Short Stay school to offer observation and advice to colleagues working with challenging and vulnerable young people.

This will usually take the form of three visits from a member of the local primary team during which time observations and consultations will take place with staff to suggest appropriate strategies and interventions.

Staff Training

Training is available to schools in a variety of skills surrounding our core expertise in Behaviour Management.

All training courses are delivered at cost price and can be personalised the needs of your school.





Services for Secondary Schools

Helpline

A dedicated helpline is available for secondary schools seeking advice and guidance on dealing with difficult and challenging young people.

The Brooklands School	01493 660426
The Douglas Bader School	01603 737764.
The Locksley School	01603 508525
The Rosebery School	01553 612027

We offer a range of interventions with young people, both on and off the school site. These are intended to provide a continuum of involvement from light touch support to intensive work.

Types of Work Undertaken

The SSSfN offers a range of services for the secondary phase

Advice and Support

Offered primarily through the Helpline but also by consultation with the secondary leader we can offer the following :

- Professional Consultation
- Support with creation of Pastoral Support Plans
- Support with creation of Positive Handling Plans
- Advice on creation of risk assessments
- Advice and Support on the Statementing Process
- Support with accessing SRB placements
- Support with initiating CAF process
- Arranging and supporting Managed Moves

Outreach

The SSSfN can offer a consultation service to support schools with managing the needs of vulnerable and challenging young people.

The outreach support is accessed through completion of a referral form.

The referral will generate an initial conversation or observation from a member of the SSSfN team who will suggest initial strategies or interventions.

From this consultation other SSSfN services can then be suggested.





Services for Secondary Schools

Key Stage Three

Assessment Placement

Part time placement for upto three weeks for assessment

We can offer a three week placement within our setting to conduct a series of baseline assessments on a student who is causing concern to the school.

At the end of the placement the school will be provided with an individual learning plan for the student along with suggested support measures and strategies

This placement is best suited as an early intervention method and will best suit those students whose issues are embryonic.

This type of placement is part time and the student continues to access their home school for the remainder of their provision.

Preventative placement

Part time placement for upto half a term

This is a longer placement for a student which operates for up to one half term. Students attend the SSSfN each week and receive a broad and balanced curriculum. At the end of the placement a package of ongoing support is offered to the school to successfully reintegrate the young person into full time mainstream provision.

This type of placement is part time and the student continues to access school their home school for the remainder of their provision.

Sessional Activities

Onsite positive activities programme

Ranging from one to three half day sessions per week per child

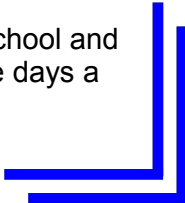
Each part of the SSSfN will offer a range of sessions which students can attend. These sessions run for typically 1½ hours and are aimed primarily at Key Stage 3 students. The sessions vary in content and are largely intended to offer respite and positive reinforcement for students who find a full week at school difficult to maintain.

KS4 Brokering Service

At Key Stage 4 the local SSSfN Engagement Leader can provide a brokering service to develop and monitor bespoke packages of education for students in danger of Permanent exclusion.

Our staff will work with your school as well as the student and family to create a tailored programme of study for a young person. This will work around any successful lessons within school and maximise the academic achievement of the young person whilst also providing opportunities for young people to experience success in non traditional settings.

All students within the brokering service remain on the school roll of their home school and all provision is funded by the home school. Packages can include as much as five days a week off the school site if necessary.





Medical Needs

The SSSfN can provide help and support to students who are medically unfit for school.

This support is based upon a planned intervention working alongside the home school to provided educational provision for up to 5 hours a week either at home or in hospital. We will also support the reintegration of that young person back into school once they are well enough.

The Medical needs team can also provide help and advice in working with teenage pregnancy and mental health issues.

With the exception of Teenage Pregnancies, access to all other provision is reliant upon clear evidence from a medical professional that the young person is medically unfit for school.

In all cases the young person remains on roll with their home school who maintain overall responsibility for their educational outcomes.

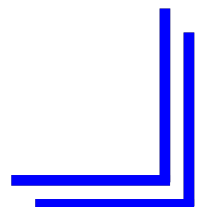
For a referral to be successful the Medical Needs Team will need access to the programmes of study used within a young person's home school. Typically a named link person at school along with copies of the young person's IEP's or care plans should be made available

Capacity

The Short Stay School for Norfolk is committed to providing a core offer of services to all schools in Norfolk.

However the SSSfN has a statutory responsibility to provide full time education for those students who are subject to permanent exclusion. This statutory duty may mean that in periods of high permanent exclusion capacity for behaviour support work will be reduced.

The Short Stay School for Norfolk will undergo a regular review of its services and capacity in order to make informed judgements about the level of support available to school partners. The SSSfN will welcome feedback from schools about the level and nature of services provided.





Permanent Exclusion

Students who are subject to permanent exclusion become the responsibility of the Local Authority from the 6th school day after the date of the permanent exclusion (1st school day in the case of looked after children)

The Short Stay school holds this responsibility on behalf of the local authority and endeavours to provide educational provision for all permanently excluded students from day six.

In order to assist with this all schools are asked to ensure that at the point of permanent exclusion a referral pack for the short stay school is completed and sent promptly to allow us to commence contacting the child and family.

Although the education of the young person becomes our responsibility from the 6th school day after the date of the permanent exclusion, they remain on the roll of the home school until either

15 school days after the governors disciplinary panel have met and upheld the decision to exclude

Or

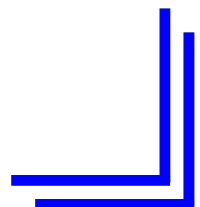
The day of the governors disciplinary panel meeting if both parents have confirmed in writing that they do not wish to undertake an independent appeal.

In the case of a managed move (see separate section) the child remains on the roll of the home school until they have commenced their new placement at their new school.

Students with Statements

The Central Government guidance is very clear that wherever possible every effort should be made to avoid permanently excluding a student with a statement of Special Educational Needs. However where this must happen an emergency statement review must be called.

The emergency statement review must take place before the Governors Disciplinary Panel can meet. A representative from the local constituent short stay school should be invited to attend the Emergency Statement Review.





Managed Moves

Primary Phase

Within the primary phase managed moves can be organised through the local Primary Team. They should be contacted on the helpline to discuss the possibilities.

Secondary Schools

The managed moves protocol is a county wide policy which sets out the circumstances and procedures for the completion of a managed move at secondary level. This guidance should be read in conjunction with the formal protocol.

Organising a Managed Move.

Under the protocol managed moves can only be organised for students who have reached the point of permanent exclusion. In order to facilitate a managed move the school must first issue a permanent exclusion.

At the point of permanently excluding the student the home school should complete a referral to the SSSfN along with the associated risk assessment. Failure to promptly complete these documents will hinder the response of the SSSfN and cause unnecessary delays. These forms should be completed simultaneously with the completion of the permanent exclusion letter and the notification to the Local Authority.

If the school wishes to pursue a managed move for the student, the SSSfN should be informed as soon as possible after the issuing of the permanent exclusion letter. Again a managed move cannot be considered unless the referral form and risk assessment have been received.

Upon notification from the school of the desire to pursue a managed move the local SSSfN staff will begin the process of finding an appropriate school. They will also discuss the option of a managed move with the parent and ensure that they are aware of their legal rights.

If the SSSfN is successful in placing the student with a new school, a letter of confirmation will be sent to the home school indicating that the permanent exclusion can be withdrawn and presented as a managed move at the governors hearing (if accepted by the parents). The local authority exclusions team will also be informed.

Timing

For a managed move to be possible the new placement has to be agreed prior to the governors hearing. It is therefore vital that governors panel meetings are scheduled to allow sufficient time for the managed move to be organised. Legally 15 school days is allowed for this and the recommended period should be allowed in full wherever possible.

If no suitable placement has been found at the point that the hearing commences the home school must continue with the permanent exclusion as no managed move has been possible.

The Norfolk Managed Moves Protocol makes no allowance for “managed moves to the PRU” and the SSSfN will not be engaging in such practices.





Accessing Services

Direct Commissioning

All SSSfN services are available through direct commissioning with the school. Within each phase, schools or groups of schools may contact their local SSS direct to seek support with individual young people or groups of challenging pupils. In the first instance our Primary and Secondary Helplines are designed to facilitate this process.

After an initial telephone conversation you will be asked to complete a SSSfN Referral Pack. This allows us to gather all the relevant information we require to work with the young person or family.

It is very important that all referrals are accompanied by the appropriate contact details so that they can be swiftly followed up by staff.

Provision Levels

Dual Registration

Dual registration is only used by the SSSfN when a young person who has been previously permanently excluded is being reintegrated from our provision into a new school. In these case a short period of dual registration is used to support the school in accepting the young person.

Home School responsibilities


With the single exception of permanently excluded students, all other young people accessing support from the SSSfN must remain on roll with their home school.

Where a young person is receiving provision from the SSSfN the overall responsibility for that young persons education continues to lie with the school with whom they are on roll.

Home schools continue to be responsible for ensuring good attendance, tracking academic progress and monitoring student welfare. The SSSfN will provide all relevant information to support schools in fulfilling these obligations.

Where the provision provided by the Short Stay School is not full time, the responsibility for providing the remainder of the young person's provision lies with the school where the young person is on roll.

Schools who fail to provide full time provision for students on their roll leave themselves liable to litigation from young people and families.





Charges and Costs

Local Authority Schools

The following services are offered FREE of CHARGE to Local Authority Schools.

Primary Phase

- Advice and Support
- Outreach
- Onsite Sessions
- Staff Support
- Medical Needs

Secondary Phase

- Advice and Support
- Outreach
- Onsite Sessions*
- Staff Support
- Medical Needs

*Where brokered services at KS4 are use alternative provision providers the full costs is passed to the school. Onsite provision at the SSSfN is free of charge.

Academies

Advice and Support are offered Free of Charge to Academies.
All other services are available at a cost recovery basis.

Training and Additional Services

The Short Stay School is keen to offer further services to schools including training.

These services will be charged at a cost recovery basis

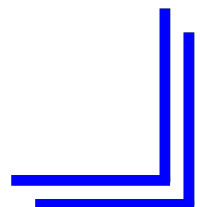
Typical costs

Specialist Teacher : £40 per hour

Specialist Support Assistant £10 per hour

Transport

All costs associated with transporting students to or from the SSSfN remain the sole responsibility of the home school unless students have been subject to permanent exclusion.



Allocation of Schools

Each High School cluster within Norfolk is allocated to a specific element of the Short Stay School for Norfolk.

This allocation is not based on geography or any council boundary but provides an equitable split of work for the four schools taking into account levels of permanent exclusion, size of school and pre-existing relationships.

The Brooklands School

Great Yarmouth High
Lynn Grove High
Venture Academy
Cliff Park High
Caister High
Flegg High
Acle High
Hobart High

The Douglas Bader School

Litcham High
Alderman Peel High
Fakenham High
Sheringham High
Reepham High
Northgate High
Dereham Neatherd High
Stalham High
Aylsham High
Broadland High
North Walsham High
Cromer High

The Rosebery School

St Clements High
Marshland High
Downham Market High
King Edward VII
Springwood High
Kings Lynn Academy
Smithdon High
Swaffham High
Methwold High
Wayland High
Thetford Academy North
Thetford Academy South

The Locksley School

Archbishop Sancroft High	Thorpe St Andrew High
Taverham High	Hewett High
Sprowston High	City of Norwich School
Hellesdon High	Hethersett High
Open Academy	Framingham Earl High
Ormiston Victory Academy	Wymondham High
Sewell Park College	Wymondham College
Notre Dame High	Long Stratton High
City Academy Norwich	Diss High
	Attleborough High
	Old Buckenham High



Allocation of Schools

Principles

The allocation of work is based primarily on the home school of the child. Each constituent school will serve a number of high school clusters and will take responsibility for children who attend high and primary schools within that cluster. By default providing all support for a child including full time provision if the child becomes subject to permanent exclusion will be the responsibility of the listed school.

Exceptions

In order to cater for difficulties around boundaries the following exception will apply.

Where the **home** address of a child is within 5 miles (as the crow flies) of a constituent school other than that normally responsible for it, the school closest to the home address will provide provision.

Where a child resides at two addresses the home address will be that at which the child spends the majority of the week or the most days in a month.

Children in Care

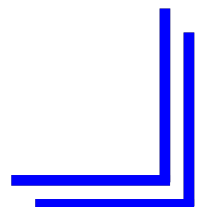
Where a child is taken into care the foremost priority will be to maintain any current placement within the Short Stay School. Children should not transfer to another constituent school unless they have been in care for at least one term and there is no short term prospect for their return to home. Before any transfer is undertaken for a looked after child, advice must be sought from Social Worker and Looked After Support Teacher.

Children with Statements

Before any child with a statement is transferred between constituent schools in the SSSfN a full statement review must be undertaken.

Arbitration

The final decision on allocation of work will lie with the Executive Head.





Contact Details

The Brooklands School
Shrublands
Gorleston
Great Yarmouth
NR31 7BP

Tel : 01493 662923
Fax : 01493 651373

The Douglas Bader School
Filby Road
Badersfield
Norwich
NR10 5JW

Tel : 01603 737764
Fax : 01603 738616

The Locksley School
Locksley Road
Norwich
NR4 6LG

Tel : 01603 508520
Fax : 01603 508521

The Rosebery School
Field Lane
Kings Lynn
PE30 4AY

Tel : 01553 612000
Fax : 01553 612030

