



Norfolk County Council

Children's Services

5th July 2011

Dear Colleague

RE: The Short Stay School for Norfolk

I write with reference to the creation of the Short Stay School for Norfolk.

As many of you will be aware Norfolk is currently in the process of redesigning its Pupil Referral Unit provision. From September 2011 the current five Pupil Referral Units will be replaced with a single Short Stay School for Norfolk which will operate from 4 constituent schools across the county.

As part of this change we have redesigned the services that are available to schools from the new SSSfN. I have great pleasure in enclosing with this letter the first SSSfN services to schools brochure along with a copy of our new single referral form.

The attached brochure outlines in detail the core offer provided by the SSSfN to all Norfolk Schools. This core offer includes provision for permanently excluded pupils, managed moves, medical needs and behaviour support. The brochure also provides clear guidance on the operation of Managed Moves and the procedure around permanent exclusions.

In addition to the core offer contained within the brochure, each constituent school may offer additional facilities and services to local schools. We encourage schools to engage in a dialogue with their local part of the SSSfN to ensure that we are able to meet local needs.

Alongside the brochure I also enclose a copy of the Short Stay School referral pack. This pack is the key to accessing services from the SSSfN and I would encourage you to ensure that key pastoral leaders within your school are made aware of both the brochure and referral form.

As you will appreciate the Short Stay School is a new and exciting venture for Norfolk and an attempt to improve the service offered to all schools. However we acknowledge that these are challenging times and we would welcome feedback from schools on whether the services available are suitable and what further support schools would welcome.

Please do not hesitate to contact me directly if you wish to discuss further the Short Stay School for Norfolk or its services.

Yours

Des Reynolds
Executive Head Teacher
The Short Stay School for Norfolk.