



8<sup>th</sup> November 2023

Dear Headteacher / SENCo

### **Woolgrove Outreach for DSPL Area 5**

I am writing to inform you that Woolgrove School, Special Needs Academy in Letchworth is going to be delivering Outreach to schools in DSPL Area 5. We are a Learning Difficulties (LD) primary special school and are taking over the Outreach Service Level Agreement from Southfield School from now until the end of the summer term 2024. Woolgrove has a well-established Outreach service and has been delivering Outreach to mainstream schools since the early 1980s. We are currently the lead Outreach school for DSPL 1, work with Greenside School to co-deliver in DSPL 2 and are pleased to be able to work with our mainstream colleagues in DSPL 5.

Outreach is a free service available to all local authority mainstream primary and secondary schools in the DSPL5 area. We also provide Outreach for nursery classes in mainstream schools.

The key aim of Outreach is to work with staff in mainstream schools to develop their expertise and increase staff confidence when working with children with SEND. In order to access our service, it is not necessary for pupils to have a diagnosis or an EHCP but pupils must be working well below age-related expectations and/or have difficulty accessing the curriculum. We also offer the opportunity for mainstream staff to visit Woolgrove and to attend our training courses.

There are **three main types of support** that we offer:

- **Referrals for individual pupils (Pupil Focus Support):** We provide support and advice to mainstream colleagues to identify and develop strategies and resources for children with learning difficulties who are struggling to access the curriculum. Our support may include: observations of the pupils, providing resources and training, modelling strategies and supporting with planning and differentiation.
- **Referrals for School Focus Support:** We can provide advice for groups of pupils in the same class or year group with similar needs, or provide advice on a whole- school focused area of SEND.
- **Inreach:** As part of a referral, we welcome SENCos, teachers and teaching assistants to visit our school which we refer to as 'Inreach'.

In addition to referrals we also offer:

- **Training:** Outreach runs termly training sessions at our school. Flyers for these sessions will be sent out in advance and all courses are free to attend.
- **Advice Session:** Outreach provide online 'Advice Sessions'. Dates for these sessions will be sent out to SENCOs but are available for teachers and teaching assistants to attend. This is an opportunity for staff to gain advice relating to individual pupils with SEND without the need for a referral (this is carried out on an unnamed basis).

To make a referral, please complete the Woolgrove Outreach [referral](#) form which is on the Woolgrove website ([www.woolgrove.herts.sch.uk](http://www.woolgrove.herts.sch.uk)) under the Outreach section, referrals. Please ensure parental consent is obtained, as we will be unable to take on any referrals without this. Please send referrals to [outreachdsp15@woolgrove.herts.sch.uk](mailto:outreachdsp15@woolgrove.herts.sch.uk) via Schools FX (not Herts FX). You do not need an invite to use Schools FX. Referrals should not be sent via normal email due to data protection.

Alternatively, we are trialing an online Microsoft form that can be used to submit referrals instead of emailing as mentioned above. There is an option to see the form before you complete it so that you know what information will be needed and you can print and save a copy of the form for your records. This also enables you to send a copy of the signed parent consent form. The link for this can be found on the website.

All referrals will be shared with the ISL Advisory Service so that we can avoid any duplication of work. Please only refer to Outreach if pupils are not currently being supported by an advisory teacher, otherwise, it is likely that we will be advised to turn down your referral.

**If there is anything you would like to discuss, please don't hesitate to email our Outreach team, Sharon Knight, Lead Teacher, or Frances Seaman, at [outreachdsp15@woolgrove.herts.sch.uk](mailto:outreachdsp15@woolgrove.herts.sch.uk).**

Yours sincerely



Lisa Hall

*Head Teacher*