



Milford Haven School

Outreach Policy

Date approved by Policy Committee: 6th March 2024

Date to be reviewed: Spring 2025

Policy created and reviewed by: Assistant Headteacher Miss Reynolds

Policy reviewed and agreed : 6th March 2024



Outreach Programme

MHS provides a time limited (6-12 weeks) supported reintegration programme for vulnerable young people, who are unable to attend school for reasons of low mood, anxiety, phobias etc and to reintegrate these pupils back into education.

Who is this programme for? (Target Group):

Pupils who may not have transitioned well from primary school and are at risk of disengaging, or have stopped attending school for reasons of anxiety.

Pupils must have been referred to Children & Adolescent Mental Health Service (CAMHS) or Emotional Health, and be actively engaging in therapy sessions. Pupils are accepted onto the programme on a case by case basis.

Criteria

As outlined above, medical evidence should support the pupils' needs to reflect such a dramatic change from the normal attendance requirements here at MHS. Referrals will be completed on an individual basis and reviewed by the school Additional Learning Needs Coordinator (ALNCo).

Pupil is:

- on roll at Milford Haven School.
- actively engaging in CAMHS or Emotional Health (minimum 3 sessions) and meeting therapeutic targets.
- ready for reintegration into school.

School is able to:-

- make appropriate amendments to the provision such as teaching in alternative areas and a part – time timetable as needed.
- provide an assigned key worker from the school with capacity to engage in the pupils' reintegration plan as required. Building a successful relationship between a pupil, their school key worker and other members of the school community is fundamental to a successful long term reintegration.



- offer up to 2 hours a week of home visits, if the needs of the pupils are such that they can not attend.
- offer support from 9:00 am to 11:00 am every school day.
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How do I refer a pupil for this programme? (Referral Process):

Education Welfare Officers (EWO), Head of House, CAMHS or Emotional Health may refer pupils to the project, provided they fit the criteria. A completed Outreach referral form must be submitted for consideration by the ALNCo or Headteacher, accompanied by a referral letter / supporting documentation from CAMHS or Emotional Health.

An initial home visit / risk assessment will be arranged, and decisions made as to suitability for the programme and range of provision to be offered.

What does the Reintegration Programme consist of? (Programme Offer):

The programme offers 2 Sessions of 2 hours per week over 6-8 weeks, depending on a pupil's age and need.

The lead teacher will contact home to ensure that education delivered is in line with the home school's curriculum offer.

Below is a draft schedule which will be amended by the lead teacher in consultation with the pupil. It is important to note that the maximum time-frame is 12 weeks.

If a pupil is not willing to engage in the Outreach Programme, a meeting will be held with the parent, pupil, teacher and ALNCo to discuss the next steps, or the Outreach Programme will cease.

Parents should ensure that they are fully committed to the Outreach programme along with the child. If parents are not committed this may result in the Outreach Programme being withdrawn.

Weeks 0-2

The teacher will provide Home Tuition for up to two sessions in the home to build a rapport and develop pupils' self-esteem. Pupils will design their own individual reintegration plan,



created in collaboration with the teacher, to cater appropriately for their individual needs. This plan will outline agreed objectives for their reintegration with graded exposure to their home school environment.

Examples of tasks:

- getting to know you , introduce the 'FISH' philosophy: Attitude, Fun, Be in the moment, and make someone's day.
- one page profiles and non-attendance questionnaire to be completed.
- start good practices eg. reading, puzzles, times tables, learn a new skill i.e. to juggle or complete a Rubik's' cube, etc...

Weeks 2-4

Pupils are taught core subjects, life skills and coping strategies.

- ensure Maths and English activities are being undertaken to build/restore the pupils' confidence and passion for learning.
- reconnect pupils with their Google Classrooms - and a bespoke timetable
- discuss sessions to be moved from the home to another room, local library etc and agree on a venue.

Weeks 4-6

Sessions will move to a local library and / or to a separate room in their home. Pupils are taught core subjects, life skills and coping strategies. During this time support may also be provided for the journey to school, ensuring the pupil is able to manage transport independently.

Careful ongoing reviews to see that the experience is fun and maintainable, stretching the pupil without overextending or causing a setback. Liaise with pupils' class teachers as per subject, as far as possible to follow the same classwork topics or tasks as their fellow students.

Weeks 6-8

Pupils will move to an outreach school environment moving from or into their normal timetable. Pupils are taught core subjects, life skills and coping strategies.

During this time discussions may take place regarding attending selected lessons, with or without the support of the teacher, meeting the teacher before / after lessons for support. Offer Prince's Trust and / or Agored Cymru as extra options to further aid self-esteem.



Weeks 9-12

Pupils attend selected lessons, with or without the support of the teacher, meeting the teacher before / after lessons for support. During this time links with key teachers are essential. Pupils progress at an agreed pace.

Outreach teacher to continue to monitor progress on returning to mainstream lessons.

Outcomes:

It is expected that through a combination of academic and enriching educational support pupils will grow in confidence and independence, enabling them to re-engage with school.

The project is a short-term measure to actively promote reintegration, not a long-term solution. If pupils refuse to engage, meet targets or if the programme is deemed unsuitable, then the offer of provision will be reviewed and can be withdrawn. The school is mindful that a timely successful return to full time education that best fits the pupil is the primary objective, and that the reintegration programme is not a substitute for this.

Please note:

The school does not run multiple programmes for individual pupils. If repeat requests are to be made it signifies that an alternative school placement is possibly needed. The next step will be to complete a PCP meeting along with a referral to the LA which should be set up at the earliest opportunity to ascertain next steps in providing an appropriate full-time alternative education for that pupil.

Regarding uniform please refer to the Outreach Uniform letter.



Outreach referral form

Section 1: Basic Information (to be completed by home/ school / EWO / HoH)					
Please indicate which programme the referral is for (see above criteria)			Date of referral:		
Medical Needs		Name and role of referrer:			
Reason for referral:					
Pupil's Name			Surname		
Gender Identity:		DOB:		Year Group	
Ethnic Origin:		EAL: (please specify)		YPLA	
ALN		Description/ nature of ALN			
Name of parents/ carers		Home address		Home telephone number:	
Mobile number:		Parent/carer email address:			
Pupil Information					
(to include information about the pupil's capabilities, Welsh National tests, prior attainment, teacher assessments, attendance, educational progress, interventions and any identified ALN)					