# Purpose of document

This document is intended to outline the process that Suffolk County Council (SCC) will use when delivering school to school support. It is aimed at all people involved in delivering and receiving support via SCC.

# Outline of the process

The aim of the process is to have a light touch mechanism that provides sufficient information that the objectives of any support, costs are agreed to, the support given can be confirmed as complete and there is an understanding of how any impact will be judged. Effectively the process is intended to ensure that the school seeking support has help clarifying their specific needs so that the support offered is suitable and complete.

At a high-level support will go through 4 stages of delivering the support.

1. Assess support need
2. Deliver support. This may involve one or multiple sessions of support
3. Write up support visit. There will be one of these for each support visit.
4. Review impact. This will usually happen a defined period after any support with that period varying according to the kind of support delivered.

## Assess support need

The school requiring support should complete the Scoping Document. What needs to be captured on either an email or a simple document is as follows.

A sentence or two capturing:

* Detail on what support is needed
* Why that support is needed
* Desired timescale for support
* What the desired position will be after the support has been delivered
* How impact might be reviewed e.g. lesson observation, feedback from HT, etc.
* Share Charge sheet and agree costs

This would typically come from a conversation between the appropriate leader in the school e.g. HT, subject leader etc. Sometimes we will already have some of the info from the LA but would still need signoff from the HT or Subject leader etc.

## Deliver the agreed support

The title says it all.

## Write up summary visit

A template is provided, and the purpose is to capture a summary of support delivered each time there is a support visit / session. The visit summary can be just bullets or any other concise form and needs to cover:

* Specific objective of the session
* Areas covered
* Points for action
* Next steps

The write up will be shared / emailed to individuals involved, Orwell Teaching School, the initiator of support (HT, LA etc.)

## Review impact

This activity will vary according to the nature of the support provided and can cover both soft impacts e.g. confidence, perceptions from staff, leaders, pupils etc. and hard impacts e.g. pupil outcomes, phonics pass rates, specific items covered through lesson observations etc.

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