



PART 2: Details of EACH of your service's activities

The purpose of these forms is to ensure your services and activities are listed on the **Informed Families section** of the FiND website in the appropriate areas and made accessible for families trying to find them.

This is part of **three documents** called the Local SEND Offer Services and Activities Forms, and includes:

- **Introduction:** Background to the Local Offer and Guidance Notes on completing the form ([go to document](#))
- **Part 1:** Overview of Service and Activities ([go to document](#))
- **Part 2:** Details of EACH of your service's activities (this document)

1. LEVELS OF SUPPORT

If this activity supports more than one level of need, detail which aspects are universal, targetted or specialist using the boxes below. (For a definition of each, please see page 3.)

Level(s) of Support	Universal	<input checked="" type="checkbox"/>	Targetted	<input checked="" type="checkbox"/>	Specialist	Place an x as relevant
Universal						Which aspects of the activity are universal?
Targetted	<u>Year One Project</u> Early intervention project to help develop language and communication skills through targetted interventions and a range of whole class activities.					Which aspects of the activity are targetted?
Specialist	<u>Direct Referrals</u> Speech, language and communication assessments for individual children. Advice and support also offered relating to reading and writing development.					Which aspects of the activity are specialist?

2. MAIN DETAILS

Name of activity	Churchfields Language Facility Outreach Service					
Main organisation	Churchfields Language Facility					E.g. NELFT, LBR, PSLA etc.
What is this activity?	<u>Direct Referrals</u> <ul style="list-style-type: none"> • Assessment and monitoring for individual children who are experiencing language and communication difficulties, and/or delay in reading and writing development. • Report, programme and resourses sent to schools to help support the development of language and communication, and reading and writing. <u>Year One Project</u> <ul style="list-style-type: none"> • The Year One project supports teachers within schools to develop children's language and communication skills. • Teachers are supported from planning to the delivery of lessons. • Focus is on incorporating speaking and listening activities, and employing a multi-sensory approach to support the development of children's writing. • Specialist TA runs interventions with children to support listening and attention skills, and develop understanding of narrative. School staff trained to run interventions independently. • Training which focusses on recognising and supporting children with SLCN is offered to all teaching staff. • Workshop for parents is offered which promotes good communication within the family setting. 					In simple terms, provide a brief description of the activity



Who is it for?	<p><u>Direct Referrals</u></p> <ul style="list-style-type: none"> • Children – Language Assessment and Programme of Activities • SENCOs/Teachers – advice and support <p><u>Year One Project</u></p> <ul style="list-style-type: none"> • Children – developing communication skills which impacts on writing development • Teachers – Training, advice and support • TAs – Training, advice and support • Parents – Advice and Support 	Target group, e.g. parents/carers, children, young people, practitioners.							
Age ranges	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">From</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%;">Years</td> <td style="width: 10%;"></td> <td style="width: 10%;">To</td> <td style="width: 10%; text-align: center;">11</td> <td style="width: 10%;">Years</td> </tr> </table>	From	5	Years		To	11	Years	Use the notes box to provide any additional info regarding age criterias
From	5	Years		To	11	Years			
Outcomes for service users	<p><u>Direct Referrals</u></p> <ul style="list-style-type: none"> • A report and programme of suggested strategies to support individual children is sent to schools. • When appropriate, a specialist teaching assistant can deliver support to children who have had a direct referral. <p><u>Year One Project</u></p> <ul style="list-style-type: none"> • Target provision for children with SLCN needs, and support teachers by: <ul style="list-style-type: none"> ○ contributing to planning sessions ○ providing specific resources ○ leading lessons ○ team teaching ○ working with small groups of targeted children • Entry and exit scores for interventions so that progress can be tracked. 	Provide a brief sentence/bullet points on what service users can expect from the activity							

3. ADDITIONAL NEED(S) SUPPORTED

Additional Needs		Autistic Spectrum Disorders	Life limiting illness
	X	Behavioural/emotional difficulties	Mental health
		Chronic illness	Mobility difficulties
	X	Communication	Physical impairment
		Diabetes	Respiratory
		Dietary needs	Sensory impairment
		Hearing impairment	X Social communication
	X	Learning difficulties/disabilities	Visual impairment
	X	Other (please state)	
	Speech and language difficulties		

4. HOW TO ACCESS THE ACTIVITY

How to access the activity?	<p><u>Direct Referrals</u></p> <p>SENCO or teacher refers children via referral form. These can be found on Churchfields website: http://www.churchfieldsinfant.com/ or email outreach teachers direct: Catherine Keel: admin.churchfields-inf@redbridge.gov.uk Amanda Clements: admin.churchfields-inf@redbridge.gov.uk</p> <p><u>Year One Project</u></p> <p>School improvement team selects schools for project.</p>	By telephone, drop-in, appointment, call to book, email to book.
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Referral required?	SENCOs complete referral forms and send to Churchfields Outreach team. (attached)	If required, please include brief details about the referral process, eligibility criteria and any other relevant info. FiND will upload any forms/guidance you supply with your record (see section 10)
Waiting period	4-6 weeks	If applicable please specify average waiting times.
5. WHEN IS THE ACTIVITY AVAILABLE		
Opening times and availability	Term time only.	Give as much detail as you can, e.g. days, times, term-time only, school holidays etc.
Activity end date	n/a	If this activity has a known closing date we can schedule an automatic expiry date, i.e. removed from public view
6. COST INFORMATION		
Cost information	Free to Redbridge schools.	If applicable also include information on discounts and concessions, e.g. carers cards.
7. WHO TO CONTACT AND WHERE TO GO		
Main contact and their role	Catherine Keel Outreach Language Advisory Teacher	Not mandatory
Telephone(s)	020 8505 0386	
Email(s)	admin.churchfields-inf@redbridge.gov.uk	
Web		
Twitter		
Facebook		
Full address	Churchfields Infants School, Churchfields, South Woodford	
Postcode	E18 2RB	
Additional venue information		Any parking/travel/ accessibility information which may be useful for service users
8. RELATED SERVICES		
Related Services	Churchfields Language Facility	Other services or activities that are functionally linked with this activity.
9. REACH AREA (if applicable)		
Reach area	<input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> West	Complete if the service has a



Reach area (notes)		specific reach area within Redbridge or is open to families from other areas or Local Authorities.
10. ATTACHMENTS AND IMAGES/LOGOS (please attach files to your email)		
List of attachments	Referral Form; Early Indicators; Information for SENCOs	Leaflets, posters, forms, guidance, FAQs on your service etc.
List of images/logos		Logos, photos
11. MARCO (only visible to practitioners logged into MARCo)		
Contact details	Catherine Keel: ckeel.317@lgflmail.org Amanda Clements: aclements1.317@lgflmail.org Georgina Brant: gbrant2.317@lgflmail.org	Should you want MARCo to host a full contact list of your team (example here), please contact FiND.
Attachments	Referral Form; Early Indicators; Information for SENCOs	E.g. Forms, Guidance, Leaflets, FAQs just for practitioners
Additional information	n/a	Any other information only for practitioners
12. ADDITIONAL INFO (for FiND staff only)		
Notes	n/a	Any additional comments only for the FiND team for administrative purposes only

Where do I send this form back to?

Please email your completed form(s) to informedfamilies@redbridge.gov.uk or contact the Informed Families Officer on 0800 587 7500/020 8708 8922.

*Definitions of Levels of Support

Universal	Targetted	Specialist
Activities that are routinely available for all children and young people and can be accessed without a prior assessment.	Activities for children and young people who need additional support or who would not be able to access universal activities without support. A prior assessment may be required.	Activities provided specifically for children and young people with specialist or complex needs which cannot be met through universal or targeted activities. Evidence of need or a referral may be required.