

**REQUEST FOR SPECIALIST ICT ASSESSMENT**

Please complete all areas, if not relevant please draw a line through that box.

|  |  |
| --- | --- |
| **NAME**  **Male/Female** |  |
| **Date of birth:** |  |
| **School:** |  |
| **School Yr:** |  |
| **Level of support:**  Statement/School Action +  LSA support  SEN teacher  Outreach Service/s |  |
| **Is this Student known to other services?**  **Is ‘yes’ please state…………** |  |
| **Is this student a Redbridge student?** |  |
| **Parents details (please complete all details)**  Name  Address  Telephone number  Email | Please note it is vital that all Parent’s details are added when referring. We require either an email address ideally or Telephone number in addition to the address and their names. |

Name of person referring:

Role:

I have read the SERC Process listed at the end of the form and I am happy to agree to this process.

Signed: Date:

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| **Pupil’s Needs** Please outline pupil’s needs |
|  |

|  |  |
| --- | --- |
| **Pupil’s levels**  Please annotate pupil’s levels  **Maths**  **English**  **Science** | **Physical needs** |
| **Speech and communication needs** | **Medical needs** |

**Please attach a copy of the Student's current I.E.P/EHC to the referral form.**

**Ensure key targets you are working upon being clearly stated**

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| **Other relevant information** |
| **What is the key focus for the Assessment?**  Physical access for recording Differentiation Communication |

**Equality Information -** Please tick

**Age Group**

|  |  |  |  |
| --- | --- | --- | --- |
| 1-5 yrs | 6-11 yrs | 12-16 yrs | 16 + yrs |

**Ethnicity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asian-  Bangladeshi | Black-  African | Chinese | Mixed:  Other | Any other ethnic group;  Middle Eastern, North African, South American, Japanese, Arab |
| Asian-  Indian | Black-  British | Gypsy  Romany  Irish traveller | White: British |  |
| Asian-  Pakistani | Black-  Caribbean | Mixed:  Asian & White | White: Irish |  |
| Asian-  Other | Black-  Other | Mixed:  Black Caribbean &  White | White: Other  E.g. French, Polish,  Turkish, Bosnian, Australian, South African |  |

**Religion**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Buddhist | Hindu | Muslim | No religious belief | Other e.g.  Agnostic  Bah’ai  Humanist  Jain |
| Christian | Jewish | Sikh | Prefer not to say |  |

**Referral Checklist**

1. Ensure you are familiar with SERC process
2. Complete referral form with as much information as possible
3. Full Parent details need to be completed
4. Parental permission form is completed and signed and attached to SERC referral form

**Please return to;**

**Admin, S.E.R.C., Newbridge School (Barley Lane Campus), 258 Barley Lane, Goodmayes, Ilford, Essex, IG3 8XS**

**or email to:** [**admin.serc@astrum-mat.org**](mailto:admin.serc@astrum-mat.org)

**Parental Permission**

**Please tick to confirm you have read and given permission for the following involvement.**

School has referred your son/daughter for an Initial Assessment by a member of SERC Service and the following involvement with your child may follow.

Following an initial referral

* SERC will send a confirmation email and your son/daughter will be placed on a waiting list
* Prior to the visit, a member of SERC Staff will make contact with School to arrange a convenient time and date to visit.
* A Specialist Teacher will visit your Son/Daughter at School and they may observe them in Class, work with them 1:1 away from Class and discuss your child with key members of staff.
* You will receive a copy of the report through email (directly if you have provided us with email address) or through your School SENCO.
* A copy of the report will be shared with SENCO, Class Teacher, LSA and other services involved with your child.
* By the nature of our work we occasionally take photos/videos to add into a report to illustrate a child’s involvement.
* Once the photos have been added into the report/video’s shared with you, all photos/video’s taken are destroyed and the only photos are those found in the report. Reports are stored on a secure drive which is password protected and GDPR compliant.
* No photos/videos will be used in any other format unless explicit permission has been given.
* All equipment carried by SERC Staff e.g. iPads/laptops are password protected.
* As you can see we collect Data in line with Redbridge LEA requirements, this data will be stored safely on a Network that is GDPR compliant.

Please read carefully the points below, please tick the ones you give permission for and by signing this documents you are providing us with explicit permission.

|  |  |
| --- | --- |
| I agree with a referral requesting an Assessment from Newbridge Outreach |  |
| I would like a copy of the report to be shared with me via my email address or  I would prefer to receive a paper copy through my School SENCO. |  |
| My child’s report will be stored on a secure system that is GDPR compliant. |  |
| I give permission for my child’s report to be shared with;   * SENCO * Class teacher * LSA, if directly involved with child * Other professionals directly involved with child e.g. SALT, EP, Physio etc. |  |
| I give permission for the Specialist Teacher to work with my child in Class or outside Class if the assessment requires it. |  |
| I give permission for the Specialist Teacher to take photos of my child during the assessment, and these photos are to be added to the report.  Any unused photos will be destroyed at the time of report writing. |  |

Signed: Full name (printed):

Date:

**Clarification of the SERC Process:**

Check the SERC Criteria (available to download from the front page of the website) and ensure your pupil meets the SERC criteria. If you are unsure, please contact us at SERC.

Referral from School

Ensure the Student is a Redbridge resident.

Ensure you have WiFi in your school –ideally in class, but certainly in key areas to allow for app’s etc to be downloaded.

SERC (Admin) will confirm our receipt of your referral and this will be added to our waiting list.

Students generally are seen in order of referral, however occasionally students who are very sick, excluded from school due to physical/medical/communication needs may be given priority.

We strive to recommend as many free app's/pieces of software as possible, however sometimes a Student will require either Software or App's to be purchased by the school. By requesting a SERC assessment, School is committing to agreeing to purchase the app's/software recommended (these are kept to a minimum).

SERC will apply to the LEA for funding for hardware e.g. iPad/laptop, and can provide free ongoing training and support.

Appointment

When the time for Assessment is reached, the teacher doing the assessment will contact School to make arrangements for the visit via email or phone.

When agreeing a time/date, please consider at the Assessment visit it will be helpful for

* SENCO/Lead SEN professional to be present for initial discussion to agree focus of the assessment
* LSA or person used to working with the student to be present during the assessment.
* SERC member of staff will need a room/area that is distraction free and has access to power to work in

Assessment process

An Assessment teacher will bring all the equipment required.

Upon arrival the Teacher will want to clarify why the request was made to SERC and major needs you are trying to support linked to I.E.P

The teacher will then want to try a range of activities/equipment with the student. It is helpful if a staff member knowing the Student can feedback whether they are responding normally etc.

At the end of the Assessment, the Teacher will happily give brief feedback as regards to Student's responses, any recommendations that will be made in terms of hardware e.g. iPad, laptop, tablet etc and software or app's.

If the School are happy with proceeding with SERC recommendations, the Assessment teacher will;

* Provide a report to School/ Parents/Other professionals
* Apply to LEA for funding
* Should an iPad be recommended a list of free/purchased app's will be recommended.

Equipment provision / monitoring/ training

**If a Student is suitable for equipment and should funding be approved, SERC will;**

* order and set up/security mark the equipment
* Contact the School to arrange delivery and training date

SERC will contact School

* after 3 months if an iPad is given to assess its effectiveness and how well it is being used to support the student's needs.
* Each year a member of SERC team will contact School to reassess the needs of the student, provide next steps forward etc.

SERC can provide ongoing Technical Support and free training at School's request.

**If a Student is not suitable for equipment we may;**

* Loan a piece of equipment to trial
* Provide recycled equipment if we have any in stock
* Re-visit after an agreed period of time ( this tends to be if a child is very young and not ready)