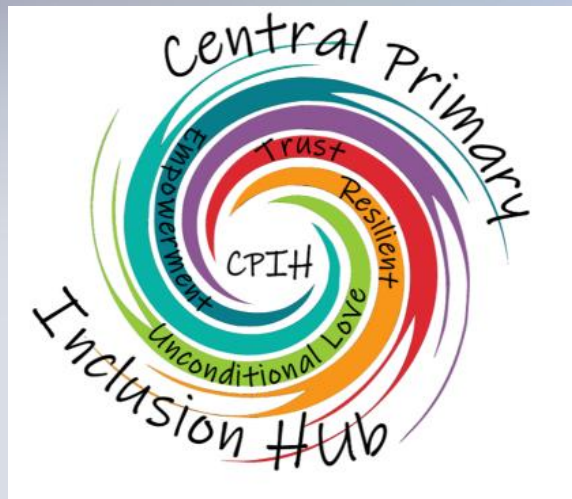


Primary Inclusion Service

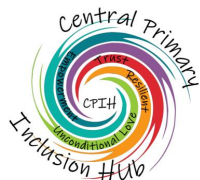
Central and East



Processes and Procedures

From

August 2026



Skills Education and Learning Directorate

Primary Inclusion Support

Enhanced Provision Placement

BASE/HUB PLACEMENT

The National Improvement Framework is designed to help deliver the twin aims of excellence and equity in education. One of the four priorities contained within the NIF is Improvement in children and young people's health and wellbeing.

Hughes and Schlosser (2014) undertook a systematic review of the effectiveness of nurture groups and concluded that there was strong evidence to support their impact in improving the wellbeing of children and young people. In addition, the delivery of Curriculum for Excellence is dependent on the development of positive relationships and effective approaches to behaviour.

The Hub Nurture Placement therefore provides a short-term, targeted intervention designed to strengthen children's social and emotional skills and promote positive interactions with others. Hub placements also offer a structured period of assessment to support the identification of individual needs and inform appropriate next steps.

Criteria:

Primary Inclusion Hub/Base Placements provide a time-limited block of intervention (8–12 weeks) focused on explicitly teaching the core competencies of social and emotional learning. These include self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

Placements that are targeted at closing the poverty-related attainment gap require a contribution of £50 per block.

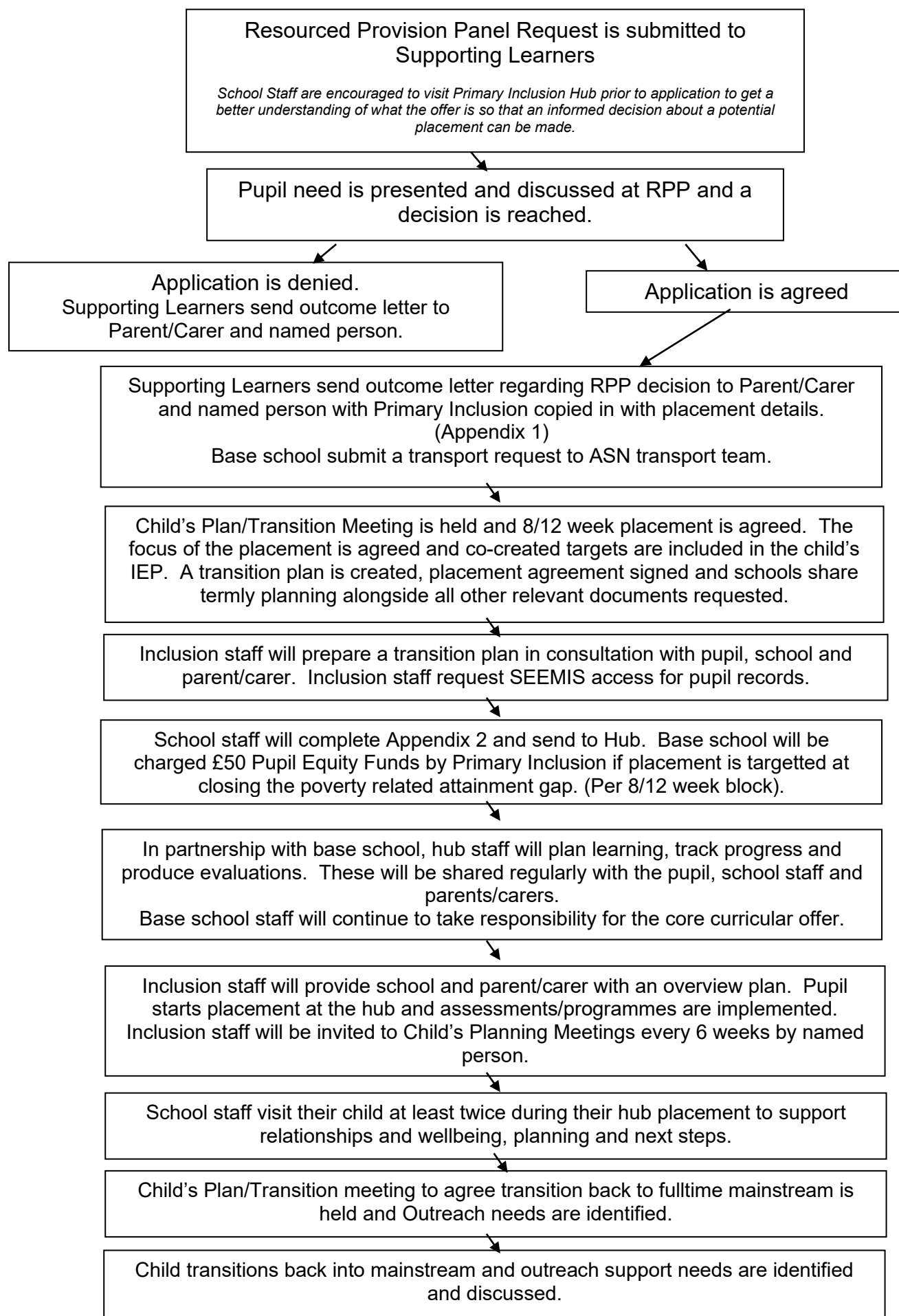
This service is available to pupils from P1 to P7. Children are identified through a staged intervention approach, with clear evidence that the learner is being supported at Stage 4 of the Stages of Intervention. Referrals are considered by the Resourced Provision Panel, where schools are required to demonstrate that all appropriate school-based interventions and resources have been implemented and that the learner's needs remain unmet.

Prior to referral, there is agreement from all relevant partners that a short-term alternative placement outwith the child's base school is in the child's best interests.

Evidence Required Prior to Hub Placement

School and Outreach Observation Records
A completed boxall profile or equivalent
Educational Psychologist Involvement/Reports/Evaluations
Exclusion Data
Well-being Measures
Risk Assessments
Individual Support Plan (Previously Positive Handling Plan)
Individual Educational Plan
Child's Plan

Part Time Alternative Provision Process



Appendix 1

Our Ref: S:\Supporting Learners\Specialist ASL\Resourced
Provision Panel\2023-2024\Referrals\outcome letter .doc

Date:

Address

Education & Learning

Militia House

English Street

Dumfries

DG1 2HR

Any enquiries please contact

Supporting Learners

Direct Dial: 01387 273784

E-mail: SupportingLearners@dumgal.gov.uk

Dear Parent/Carer

Placement Request

Name:

Date of Birth:

Session Offered:

The Resourced Provision Panel have considered the application for a placement in a school Learning Centre/Inclusion base. The panel agreed to this request and have recommended a part time place at Nithsdale Inclusion base for Pupil Name alongside him continuing to attend Base Primary School.

The School and a member of the Inclusion Team, will make direct contact with you to agree the transition planning and confirm the timescales.

In accordance with the Education (Additional Support for Learning) (Scotland) Act 2004, a parent who has made a placing request may refer a decision of the education authority refusing the request to an appeal committee set up under section 28D of the 1980 Act.

If you wish to appeal the decision of the Resourced Provision Panel, please contact Hew Smith, Inclusion and Integration Manager in the first instance by using the contact details above.

Yours sincerely

Supporting Learners Manager, (East, West)
On behalf of the Resourced Provision Panel

c.c. Name, Principal Teacher Primary Inclusion Service
Name, Head Teacher, Base Primary School

Appendix 2

**Primary Inclusion Hub
TRANSFER OF INFORMATION
School to Hub**

Pupil Name: Parent Name: Emergency Contact Phone Number:	D.O.B:
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Literacy	CfE Levels Working Towards	Listening & Talking	Reading	Writing
Stage of Progress Beginning to learn at a level (B) Some Progress (S) Good Progress (G) Very Good Progress (VG)				

Literacy Overview:**Learning Intentions for Inclusion Block/Long Term IEP Literacy Targets**

Numeracy and Mathematics	CfE Levels Working Towards	Information Handling	Number, Money and Measurement	Shape, Position and Movement
Stage of Progress Beginning to learn at a level (B) Some Progress (S) Good Progress (G) Very Good Progress (VG)				

Numeracy & Mathematics Overview:**Learning Intentions for Inclusion Block/Long Term IEP Literacy Targets**

Health and Wellbeing	CfE Levels Working Towards	Health Education	Physical Activity and Sport
Stage of Progress Beginning to learn at a level (B) Some Progress (S) Good Progress (G)			

	Very Good Progress (VG)		
IDL: Including Topics Covered this current session			
• Term 1: • Term 2:		• Term 3: • Term 4:	
ADDITIONAL INFORMATION (including diagnosis/pending requests):			
Please send a copy of the Child’s Plan. Do you receive PEF for this pupil? Do they receive free school meals? Please send a copy of the Positive Handling Plan. Please send copy of any risk assessments. Please send most recent IEP with agreed target for the base placement. Please send most recent Boxall. Please send a copy of the RRP request paperwork. Please send a copy of “Helps me when” type documents. Please send a copy of general permission slip for trips/photos/internet etc.			
Name:		Designation:	Date:
Name:		Designation: <i>Head Teacher</i>	Date:



Inclusion Team Support Withdrawal Process

Child's needs and progress will be discussed at a Child's Plan/Solution Focused Meeting



Need for Inclusion involvement will be shared and evidenced during this



Decision to withdraw is made if:

- Intervention block has ended. (For example, agreed 8 week nurture block has come to an end).
- Additional hours/Alternative provision has been granted through other processes.
- Agreed Hub placement ends, and no outreach requirements are evidenced.
- A need for continued involvement cannot be evidenced.

A further offer of support will be made agreed and co-created.



Withdrawal letter sent to school HT by Inclusion PT. This will detail when engagement started and give an overview of service involvement.

For Information related to Hub/Base Placements,

Please contact:

Claire Richardson, Acting PT Primary Inclusion Central/East
Gw11richardsonclaire@ea.dumgal.sch.uk