

Primary Inclusion Service

West



Processes and Procedures

August 2026



Skills Education and Learning Directorate

Primary Inclusion West -Support through Outreach

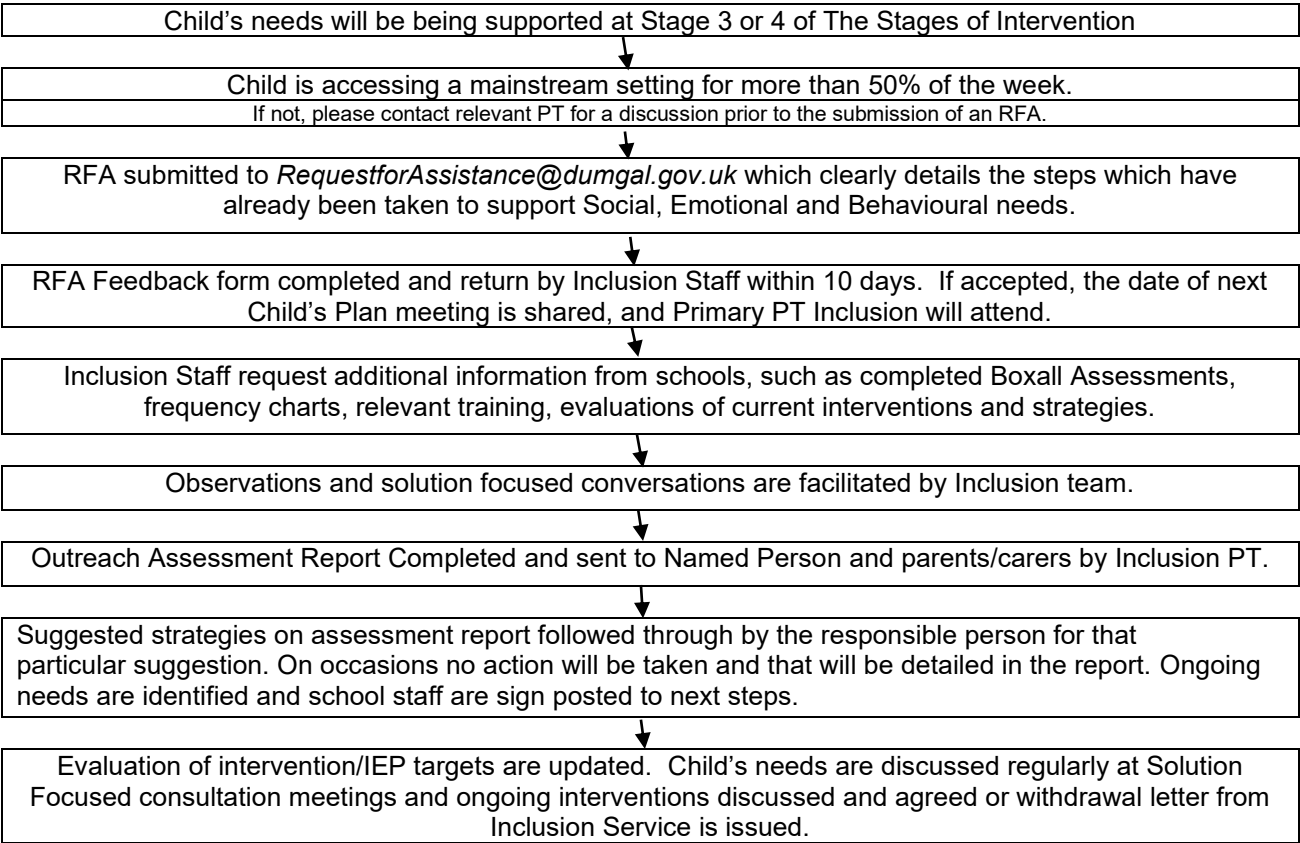
OUTREACH

A Request for Assistance can be submitted to Inclusion Support when it is evident that a pupil needs additional support to continue to be included in their learning and/or mainstream learning environment.

Inclusion Outreach support can offer 6-12 week blocks with a specific focus, some examples of which are below. Courses are agreed between Inclusion staff and mainstream school and are linked to addressing a pupils needs identified in the assessment report and subsequent consultations with class teacher. These interventions can be on a 1-1 basis, small group-work or class groupwork.

Building resilience	Making and keeping friends	Emotional intelligence
Emotional management	Social skills	Skill streaming (classroom skills)
Communication skills	Cool in School	Transition
Self identity/self esteem	Nurturing groups	Sensory
Therapeutic Play	Draw and Talk therapy	

Outreach Engagement Process





Skills Education and Learning Directorate

Primary Inclusion Support

Alternative 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 Schollosser (2014) undertook a systematic review of the effectiveness of nurture groups and concluded that there was strong evidence that nurture groups were effective in improving the wellbeing of young people. In addition to the aforementioned, Curriculum for Excellence cannot be delivered without good relationships and positive behaviour. Thus the aim of the Hub Nurture Placement is a short term focused intervention, designed to enhance children's opportunities to interact with others in a positive way which promotes high quality learning and teaching.

Criteria:

Primary Inclusion Hub/Base Placements offer a block of time, initially 6 weeks which will primarily focus upon assessment in a nurturing environment. Placements which are targetted at closing the poverty related attainment gap require £50 transfer of funds to Primary Inclusion.

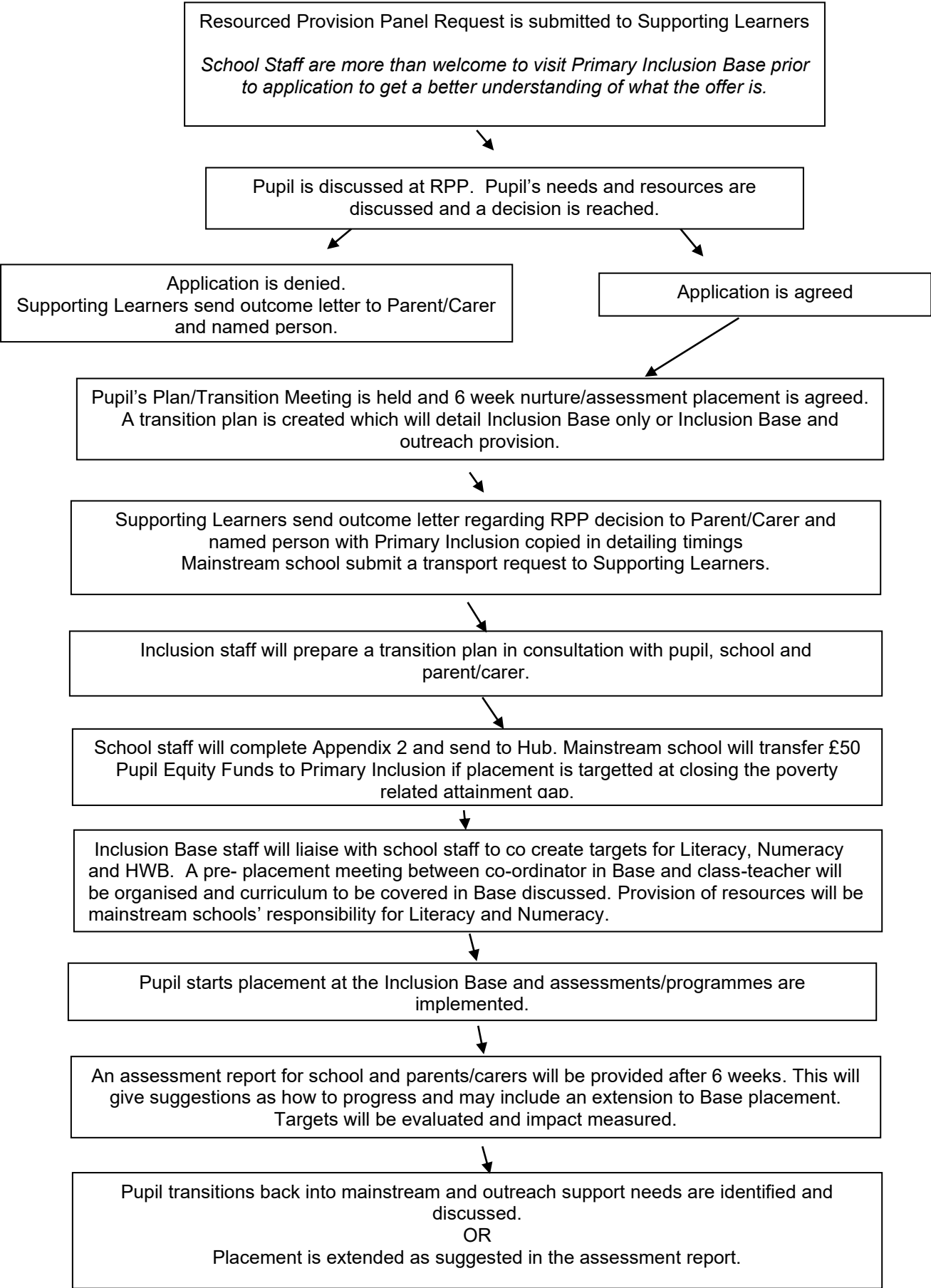
This service is available for P1 to P7 pupils. Children will be selected on the basis of a staged intervention approach whereby there is clear evidence that the child is supported at Stage 3 or 4 of The Stages of Intervention. The learner will be presented to the Resourced Provision Panel where the school will evidence that they have exhausted all possible school based interventions and resources available to them and learner's needs are still not being met.

Examples of evidence Required Prior to Hub Placement

School / Outreach Observation Records
Educational Psychologist Involvement/Reports/Evaluations
Well-being Measures
Positive Handling Plan
Child's Plan

A completed boxall profile
Exclusion Data
Risk Assessments
Individual Educational 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 West Inclusion base for Pupil Name alongside him/her 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, (West)
On behalf of the Resourced Provision Panel

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

Appendix 2

Transfer of Information
School to Inclusion Support Base West

<u>Personal Information</u>	
Pupil Name:	
D.O.B:	
Parent/carer Name:	
Emergency Contact Number:	
Medical condition (please give details):	Consent for taking and using digital images
<u>Agency involvement – current</u>	
Tick which agencies are involved currently	
Team teach	
SALT	
OT	
EP	
AOS	
Social Work	
CAHMS	
Paediatrician	
What strategies do these agencies suggest using?	
Which were helpful?	
What helps? What works best? What has worked in the past?	

Literacy –

What stage is the child at (please tick):-	Early Beginning	First Beginning
Second Beginning		
	Early Some	First Some
Second Some		
	Early Good	First Good
Second Good		
	Early Very Good	First Very Good
Second Very Good		

Concepts to be covered in 6 weeks:

Barriers to learning:- (for example;- finds it difficult to write and needs technology)

What works well:-

Standardised Assessments used if applicable

Numeracy

What stage is the child at (please tick):-	Early Beginning	First Beginning
Second Beginning		
	Early Some	First Some
Second Some		
	Early Good	First Good
Second Good		
	Early Very Good	First Very Good
Second Very		

Concepts to be covered in 6 weeks:

Barriers to learning: For example;- (for example, can only apply answers mentally)

What works well:

Standardised Assessments used if applicable:-

Health and Well Being

Can work independent

Can work in

Can manage own resource

Any sensor

What helps self- regulation (to calm down)

Are there any triggers for negative behaviour(if so, what are they? For example, a specific curricular area etc.)

Current plans in place (also please provide copies)

IEP

CP

PHP

Risk Assessments

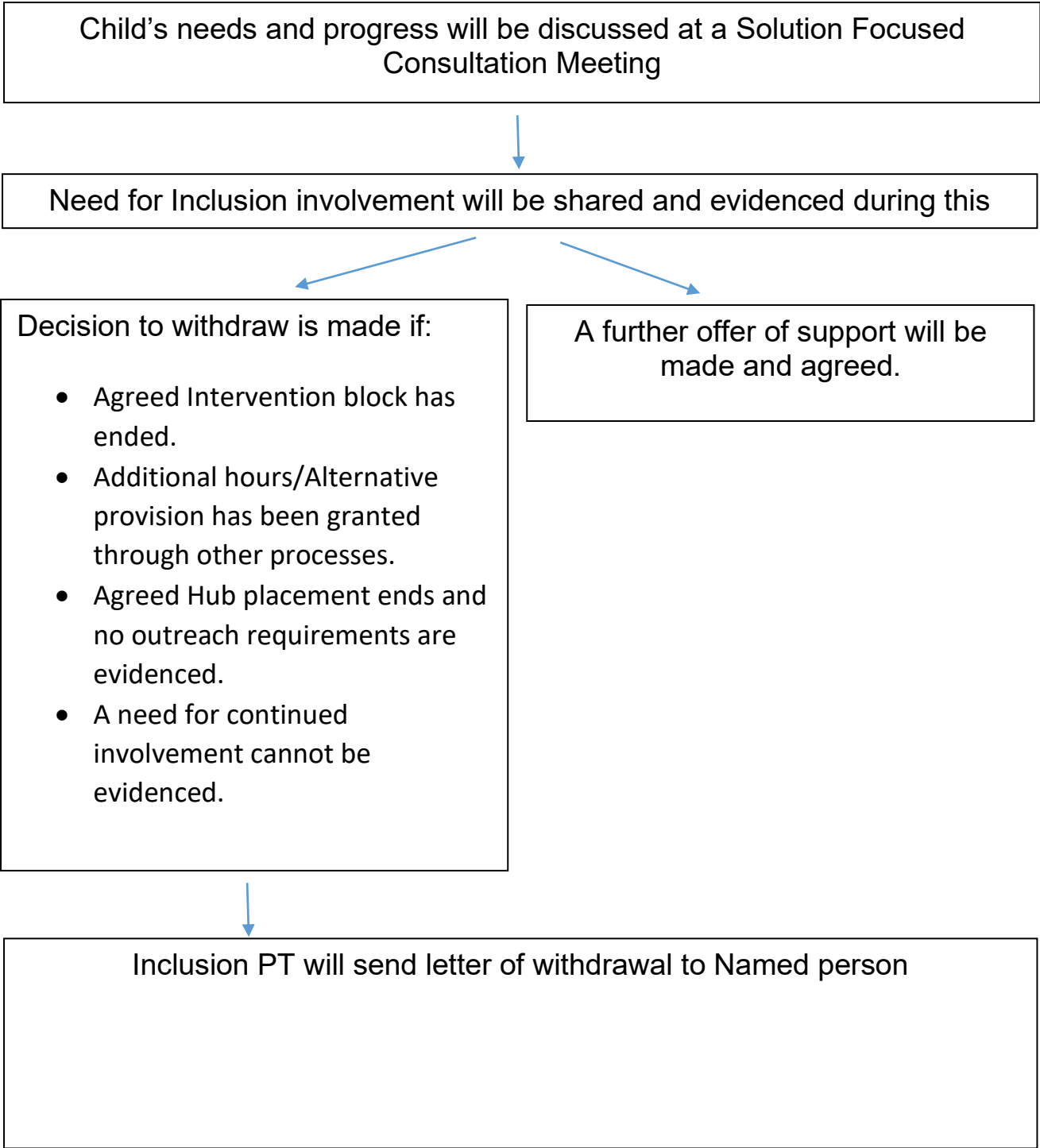
Health Plan

Any websites used for the curriculum and user names and passwords used and GLOW username and password:

Resources borrowed from school:-	
Name: Date:	Designation:
Name: Date:	Designation:

Appendix 3

Inclusion Team Support Withdrawal Process



For Information related to Primary Inclusion West,

Please contact:

Darren Andrews, PT Primary Inclusion West – Mon – Wed
gw08andrewsdarren@ea.dumgal.sch.uk
Dawn Smith, PT Primary Inclusion West – Thurs-Fri
gw08smithdawn@ea.dumgal.sch.uk