

Specialist Teaching and Psychology Service

STePS Handbook

2023-2024

Contents

Section	Section Title	Page
1	Introduction	3
2	Name and Contact details	4-5
3	Services and Eligibility Criteria	6-9
4	Training	10-11
5	Specialist Equipment	12
6	Referral Routes	13
7	Working in partnership	14
8	Quality Assurance	15
9	Customer Feedback	16
10	SEND Health Notification Guidance	17-18
Appendix 1	Your STePs support worker(s) - schools	19-23
Appendix 2	Your STePs support worker(s) – PVI settings	24-25

Introduction

We hope you find the information in this Service Handbook useful. In this handbook you will find information about the services, eligibility criteria and referral process for support from Derby City Council Specialist Teaching and Educational Psychology Service (known as STePS).

The information was correct at the time of writing (September 2023).

1. STePs comprises:

The **Early Years SEND team** who provide advice and support to children with special educational needs and disabilities, their parents and private, voluntary and independent early years group settings up to the end of Foundation Stage One or until they move into a school setting.

The **Deaf and Hearing Impairment Team** provide support and advice for children with a diagnosed hearing impairment.

The **Vision Team** provide support and advice for children with a diagnosed vision impairment.

The **Physical Disability Team** provide support and advice for children with a diagnosed physical disability.

The **Social Communication and Autism Team** provide support and advice for children with a diagnosis of Autism Spectrum Disorder and children with social communication needs.

The **Educational Psychology Team** provide statutory psychological advice and support for children with a range of needs in Derby City schools and settings. A traded service with schools will be starting during this academic year.

2. What people say about us:

(name) has been a great support to our setting and to me over the past 3 years. Early Years Setting SENCO.

She has been a rock to use, visiting in person and always on the end of the phone, if she hasn't got an answer she will go and get advice from others. We wouldn't have been able to provide the care without her support and guidance. Early Years Setting SENCO.

The team are an invaluable resource and support. (name) and (name) always achieve the balance between challenge and support. School SENCO.

The support and advice they provide is essential. School SENCO.

I'm not sure what we would do without them. School SENCO.

It has been incredibly useful to be working alongside (name) this year. The support for myself as a new SENDCo, the children and the staff in the school has been fantastic. School SENCO.

Names and Contact details

Name	Job title	Phone number(s)
Eleanor Moore	Manager	01332 641394 07812 300710
Deaf and Hearing Impairment Team		
Claire Lightfoot	Advisory Teacher for Deaf and Hearing Impairment	01332 956624 07825174722
Kate Page	Advisory Teacher for Deaf and Hearing Impairment	01332 641400 07812 301606
Kirsty Vinter	Advisory Teacher for Deaf and Hearing Impairment	01332 641400 07812 301116
Sara Wright	Advisory Teacher for Deaf and Hearing Impairment	01332 641363 07812 301609
Early Years SEND team		
Lynn Brierley	Early Years SEND Team Leader	01332 641355 07812 301237
Deirdre Fleming	Early Years SEND specialist	01332 641429 07812 300870
Katherine Boden	Early Years SEND specialist	01332 641361 07812 301607
Julie Whitmore	Early Years SEND specialist	01332 641350 07812 300894
Sam McKenna	Early Years SEND specialist	01332 641351 07812 300867
Vision Team		
Adrian Farnsworth	Resource Officer	01332 347374 07812 00439
Alison Doyle-Stevenson	Advisory Teacher for Vision Impairment	01332 641380 07812 300880
Jane Shipway	Advisory Teacher for Vision Impairment	01332 641390 07812 300883
Rachel Maxted	Advisory Teacher for Vision Impairment	01332 956471 07554 338051
Sue Harvey	Advisory Teacher for Vision Impairment	01332 641389 07812 301030
Physical Disability Team		
Lucy Daullah	Physical Needs Advisor	01332 641385 07812 300881
Louise Bieluch	Specialist Education Officer	01332 641386 07812 302047
Julie Whitmore	Early Years SEND specialist	01332 641350 07812 300894

Social Communication and Autism Team		
Davinia Hammersley	Advisory Teacher for Social Communication and Autism	01332 641612 07812301253
Miriam Price	Advisory Teacher for Social Communication and Autism	01332 641801 07812301261
Louise Bieluch	Specialist Education Officer	01332 641386 07812 302047
Educational Psychology		
Anna Worsching	Senior Educational Psychologist	01332 641397 07812 300884
New starter Nov 2023	Senior Educational Psychologist	01332 641400
New starter Nov 2023	Senior Educational Psychologist	01332 641400
Charlotte Montandon on maternity leave	Educational Psychologist	01332 641400 07812 302043
Jane Bown	Educational Psychologist	01332 641400 07887 834425
Kirsty Chambers	Trainee Educational Psychologist	01332 641400
Victoria Berrington	Trainee Educational Psychologist	01332 641400
Arun Shanti	Locum Educational Psychologist	01332 641400
Caroline King	Locum Educational Psychologist	01332 641400
Judith McAlister	Locum Educational Psychologist	01332 641400
Johnette Barrett	Locum Educational Psychologist	01332 641400
Nathan Lambert	Locum Educational Psychologist	01332 641400
Sara Krohl	Locum Educational Psychologist	01332 641400
Sarah Atkinson	Locum Educational Psychologist	01332 641400
Stella Lawlor	Locum Educational Psychologist	01332 641400
Suzanne Edmondson	Locum Educational Psychologist	01332 641400
Steps Admin		
Steps Admin	stepsadmin@derby.gov.uk	01332 641400

Services and Eligibility Criteria

1. Early Years SEND team

This service is for pre-school children attending private, voluntary and independent early years settings or not yet in a setting with a moderate to severe difficulty in one or more area of development.

Early Years SEND specialists provide early educational intervention in the home but primarily in private, voluntary and independent (PVI) early years group settings.

The Early Years SEND team provide general support and advice to PVI settings to help them to include children with additional needs. This includes advising the setting SENCO so that they can understand and carry out the requirements of their role. Each PVI setting in Derby has a named link member.

PVI early years settings can ask for general advice from their Early Years SEND specialist and can refer children by agreement. For setting support the child must be 2 years 6 months or older, have a moderate to severe delay or disability in two or more areas of development and not be due to leave the setting in the next term. Children under 3 years in particular should be discussed with their link practitioner before referring to discuss appropriateness of the referral.

For support at home the child must be under 5 years of age and have moderate to severe delay or disability in two or more areas of development and not already be attending an early years settings or due to start within the next term.

Referrals for setting support should be made by the setting and should include sufficient evidence to show that the needs of the child meet the criteria (such as a summary of their development attached or included in the information).

Referrals for home support can be made by anyone who knows the child.

2. Deaf and Hearing Impairment Team

This service is for pre-school children referred under the Newborn Hearing Screening Programme (NHSP) and children and young people who have a diagnosis of a permanent hearing impairment of at least moderate levels who attend a Derby City school.

Advisory Teachers provide support in the home for pre-school children and advise and support schools and early years settings. A Qualified Educational Audiologist works together with the Advisory Teachers to ensure that audiological equipment is provided as needed.

Referrals for this service should be made by an Audiologist. On occasion and by exception referrals can be made by SENCOs for example, for a new arrival to Derby.

Referrals received that don't meet our criteria for caseload will be read by a teacher of the deaf and one or more of the following actions will be taken as appropriate:

- The school/setting will be informed.
- Written advice and strategies will be sent to the school/setting.
- A one-off visit will be made to the school/ setting.
- The parents will be informed of actions taken.
- The child will be allocated a link teacher of the deaf/advisory teacher.

The STePS Deaf and Hearing impairment team *do not* provide specialist teacher support to children who attend Allestree Woodlands Enhanced Resource School or Reigate Park Enhanced Resource School as these schools have qualified Teachers of the Deaf on site.

The team *do* provide support to children attending Derby City mainstream schools, special schools, academies and free schools but *do not* provide support to children attending private/ independent special schools.

The team supports learners in school sixth forms but do not support learners post 16 in Derby College or other provision. They will support the learners transition to post 16 provision and provide information to the setting about the learner's needs. Where there is a loan agreement in place between the provider and the LA the Educational Audiologist will provide an assistive listening device on loan.

3. Vision Team

This service is for children and young people with a diagnosed vision impairment whose sight is not fully corrected by glasses.

Advisory Teachers for vision impairment provide support in the home for pre-school children and advise and support schools and early years settings. Advisory Teachers will give advice about the use of specialist equipment, the environment and teaching methods.

If appropriate the Advisory Teacher will involve the Resource Officer in the production of resources and provision of equipment and may make a referral to a habilitation specialist to provide support and training for the learner with regard to mobility.

The STePS vision team do not provide specialist teacher support to children who attend Markeaton Primary School or Saint Benedict's Secondary School as these schools are enhanced resource schools and have qualified Teachers of vision impairment on site.

The team *do* provide support to children attending Derby City mainstream schools, special schools, academies and free schools but *do not* provide support to children attending private/ independent special schools.

The team supports learners in school sixth forms but do not support learners post 16 in Derby College or other provision. They will support the learners transition to post 16 provision and provide information to the setting about the learner's vision needs.

Referrals for this service are generally made by Ophthalmology but can be made by parents, teachers or other professionals.

4. Physical Disability Team

This service is for children and young people who have a physical disability that significantly impairs their ability to access the curriculum. The criteria for involvement include factors such as having a diagnosed physical impairment or having a significant delay in motor skills or if the child requires manual handling.

Support is provided to setting staff and school staff to enable them to include children with physical disabilities. Specialist staff carry out assessments, provide specialist equipment for use in the setting/school environment, deliver training and give advice about the physical environment and teaching methods.

The STePS physical disability team do not provide specialist support to children who attend Saint Benedicts Secondary School as it is an enhanced resource school and they employ their own specialist staff.

The team *do* provide support to children attending Derby City mainstream schools, academies and free schools but *do not* provide support to children attending maintained, private or independent special schools.

Referrals for this service are generally made by a physiotherapist or occupational therapist but can be made by parents, teachers or other professionals.

5. Social Communication and Autism Team

This service is for autistic children and young people or CYP undiagnosed but with similar presenting needs in social communication who are attending Derby City mainstream schools.

The SCA Team provide training, support and advice to mainstream schools to help them to meet the needs of autistic children in their school. Support may be at the whole school level or individual child level.

This year, training will focus on delivering Autism Education Trust (AET) training 'Making Sense of Autism' and on the launch of a new Autism Advocates scheme. Autism Advocates will receive free AET accredited training and access to ongoing support from the central team (see Training section below for more information).

The STePS social communication and autism team do not provide specialist support to children who attend The Bemrose School, Brackensdale Primary School or Springfield Primary as they are enhanced resource schools for autism and employ their own specialist staff.

The team *do* provide support to children attending Derby City mainstream schools, academies and free schools but *do not* provide support to children attending maintained, private or independent special schools.

Support is provided to Derby City school staff to facilitate the inclusion of autistic children living in Derby or children who have been referred for a neurodevelopmental assessment and those with similar presenting needs in social communication. Specialist teachers and specialist education officers carry out observations, provide school staff with advice and support and deliver training.

Referrals for this service should only be made by the school SENCO.

The Social Communication and Autism Team run a monthly allocation meeting. If you would like to access support from the SCA Team the SENCO will need to:

- Email stepsadmin@derby.gov.uk requesting SCA Team support and include a brief outline of the support required.
- Complete the SCA Team School Questionnaire and return it to stepsadmin.

The request for support will be discussed at the next monthly allocation meeting (every second Wednesday of the month during term time). The SCA Team will prioritise school requests according to need and a member of the team will contact the SENCO regarding the support available.

6. The Educational Psychology Team

For the last 18 months the EP team have been doing statutory work only for the LA Education Health and Care Needs Assessment. This academic year we will be launching a new traded service to schools.

Information about the new traded service offer will be shared with head teachers and SENCOs by email and through the school circular. If this is something that you are interested in please contact us.

Here are some examples of how the Educational Psychologist might be able to support you:

- Coaching, mentoring and/ or reflective supervision for key staff.
- Supporting whole school SEND planning and staff confidence.
- Helping SENCOs to support transition or reintegration for specific learners.
- Considering sensory processing differences and strategies for a child/YP.
- CPD for school staff.
- Meetings with parents.
- Advising with regard to evidence informed approaches and interventions.
- Supporting requests for EHCNAs.

Training

1. Sensory Impairment and Physical Disability Training

The Deaf and Hearing Impairment Team, Vision Team and Physical Disability Team will provide training for setting staff as needed for children on caseload. This will be bespoke and is usually just for key staff and delivered one to one or for a small group of staff. Training may include awareness-raising, equipment use and care and resource adaptation.

Specialist teachers may deliver training to larger groups if considered appropriate and necessary to ensure the child's inclusion and access.

Sensory and physical disability teams also provide information to schools, settings and parents on where to go to access relevant courses, training and support delivered or facilitated by other organisations.

Dates for manual handling training 2023-2024 are now available on the Schools Information Portal and can be found on the Schools Information Portal (SIP) in the [STePS Training section](#)

2. Early Years training

Early Years SEND specialists provide information to private, voluntary and independent (PVI) early years settings on where and how to access SEND training for staff.

The LA will sometimes commission training for early years settings. Information about training available for free, organised and commissioned by the LA, is usually published on the Schools Information Portal and always sent to Early Years setting SENCOs by email.

From September 2023 a core team of trainers will be delivering Autism Education Trust (AET) training starting with a module called Making Sense of Autism. PVI settings can ask their link EYs SEND specialist for more information.

3. Social Communication and Autism training

From September 2023 the Social Communication and Autism Team will be delivering Autism Education Trust (AET) training starting with a module called Making Sense of Autism. Schools will be invited to identify an Autism Advocate to who can attend the training and then deliver it to their own school staff. Support and mentoring for this important role will be provided by a core team of AET trainers.

Autism advocates will be invited to become part of the Autism Advocates Network and have regular access to CPD and support during the year.

The Social Communication and Autism Team can still provide bespoke training in schools to support the inclusion of autistic children but school staff will be signposted to attend AET training and Autism Advocates training if it's considered more appropriate.

Bespoke training is most frequently provided for key staff working with referred children but on request the team can also provide training for larger groups.

The Social Communication and Autism teams also provide information to schools and parents on where to go to access relevant courses, training and support from *other* organisations. Steps Admin (stepsadmin@derby.gov.uk) can send you a copy of the current 'Education Professionals Flyer' and 'Parent flyer'.

4. Emotional Literacy Support Assistant (ELSA) training

We hope to be able to offer ELSA training again this year once the new Senior Educational Psychologists are in post.

Emotional Literacy Support Assistants (ELSAs) work in schools helping children and young people recognise, understand and manage their emotions to increase their chances of success. They plan and deliver individual and small group support programmes.

The EP team have previously provided ELSA training and will continue to provide supervision for some ELSAs this year. ELSA training comprises 5 days across the year. Supervision must be ongoing for ELSAs to maintain their registration.

5. eCourses

Educational Psychologists, previously and currently employed by Derby City Council have produced a range of eCourses for SENCOs to access at a time and place to suit them and for them to share with school staff.

The current list of eCourses available are:

Emotion Coaching	Paired Reading	Precision Teaching	Behaviour management in schools
An Introduction to a Sensory Attachment Approach	Attachment Needs and Trauma	Writing Multi-Element Plans	Tackling Non-School Attendance

6. Upcoming training and latest information

For all the latest information on training available please go to the [Specialist Teaching and Psychology Service Training](#) page or speak to one of the team.

Specialist equipment

STePS provide specialist mobile equipment for children with physical and sensory disabilities in mainstream schools and enhanced resource schools e.g. audiological equipment, IT equipment for children with vision impairment, specialist seating for children with physical disabilities.

STePS do not provide standard laptops for SEND learners. These should be provided by the school.

All requests are made by specialist teachers, advisors or practitioners working in the Specialist Teaching and Psychology Service or by agreement, Occupational Therapists or Physiotherapists. Requests must include supporting evidence.

The level of funding/equipment costs considered will depend on the size of the school:

- Primary schools/up to 200 pupils/single items over £50.
- Secondary schools/single items over £200.

If a child requires a high tech alternative augmentative communication (AAC) aid a speech and language therapist will carry out an assessment following the AAC pathway.

Schools are expected to fund hygiene disposal systems and the annual servicing and day to day maintenance of fixed equipment.

Certain low cost mobile equipment can be loaned to schools/settings temporarily.

Usually equipment is delivered direct to the school. The school must contact STePSadmin immediately the equipment arrives.

If schools have been negligent with equipment, for example, allowing a battery to go flat or losing a piece of equipment they will be expected to pay for replacement or repair.

Specialist equipment purchased by STePS will be collected when the pupil no longer requires it and if the student transfers into a special school, post 16 setting or moves to an out of city placement. There will be an agreed process for the collection of equipment between the new provider and STePS individual to the child's situation and circumstance. The new school/provider is expected to make arrangements to provide the equipment the student needs (see the Out of Authority Guidance Document).

If an item purchased by STePs is faulty, broken, no longer needed or needs replacing the school must let STePS know.

Referral Routes

To make a referral to one of the Specialist Teaching Service (STS) Teams please use the STS Referral form. For a copy of the referral form contact stepsadmin@derby.gov.uk

Referrals for the Early Years SEND team are discussed at the Early Years Referral and Assessment Panel (EYRAP). The EYRAP meets every three weeks. There is currently a waiting list for children who are referred for home visiting.

Referrals for the Social Communication and Autism Team are discussed at the SCA Schools Allocation Meeting (SAM). The SCA SAM meets every four weeks.

For referrals to the Deaf and Hearing Impairment Team, Advisory Teachers work to nationally agreed standards and will make contact with the child's parents within 2 working days (if diagnosed by the newborn hearing screening programme) or within 5 working days (if diagnosed at a later age). On this initial contact parents will be told about the support offered by the service, the parents can ask questions and a follow up visit will be arranged. The follow up visit will be made as soon as possible and no later than 10 working days from the date of the referral.

For Referrals to the Vision Team, Advisory Teachers will contact the referrer within a week of receiving the referral and a teacher will be allocated (this will be longer if the referral is received during the school holidays).

Working in Partnership

To get the most out of the support provided by STePS staff, schools/settings should:

- Identify a named person, usually the SENCo, who will liaise with the Early Years SEND specialist, Advisory Teacher, Advisor, Educational Psychologist (EP) and share information with setting colleagues, co-ordinate support for the child in the setting, oversee the use and management of any specialist equipment provided and inform parents that the Advisory Teacher, EYs specialist or EP is involved/visiting.
- Invite the practitioner, teacher or advisor to attend meetings with plenty of notice.
- Identify a named person who will carry out agreed activities/teaching programmes with the child.
- Provide relevant information about the child or young person, parental views and reports from other professionals.
- Let us know if the child is absent on the day we have arranged to visit.
- Keep accurate information about other visiting professionals and inform us of their visits.
- Liaise with parents and keep them informed about what we are working on together.
- Provide a suitable working environment for focussed one to one or small group activities.
- Take reasonable care of resources on loan and return them promptly at the end of the agreed loan period.
- Feedback information about the 'reasonable adjustments' that need to be made to include children and young people with low incidence additional needs to senior staff for their school improvement planning.
- Plan whole school training with the advisory teacher and release individual staff for training in preparation for including a child or young person who has a low incidence special need.
- Discuss with the EP, advisory teacher, the advisor or the team manager if you are not happy with any aspect of our work.

Parents should:

- Let the EP, advisory teacher, practitioner or advisor know if the agreed time is not convenient and you need to cancel a visit.
- Use and maintain any equipment and/or resources that are loaned to you.
- Keep us up to date with contact phone numbers and any change in address or other contract information.
- Let us know if your son or daughter, or someone else in the family, is ill or has an infection.
- Tell us if you are not happy about any aspect of our work.

Quality Assurance

The quality of the services provided by the Specialist Teaching and Psychology Service is assured in a number of ways:

- All the team undergo an induction and support period on joining the service and staff in training e.g. teachers for sensory impairment, trainee EPs have a named supervisor.
- All the team are subject to performance management reviews.
- Advisory Teachers for Vision Impairment and Hearing Impairment have a mandatory qualification or are working towards the mandatory qualification.
- Quality Standards for Sensory Support Services, the National Deaf Children's Society, the RNIB, the Department for Children, Schools and Families and the National Sensory Impaired Partnership (NatSIP) are used to inform practice and delivery of service.
- All of the teams have enhanced DBS checks on appointment and two references are required.
- Staff are required to do mandatory training including safeguarding training, equality and diversity training and data protection regulation training
- Team members attend team meetings, peer supervision and continuing professional development sessions regularly.
- Parents, schools and settings are invited to give formal feedback
- All Educational Psychologists are registered with the Health Care Professions Council (HCPC).
- All EPs are regulated by a professional code of practice that governs their day-to-day work.

Customer feedback and complaints

We welcome your feedback as it will help us to develop and improve our service.

In the first instance feedback should be made directly to the member of staff concerned. If this would not be appropriate please contact the team member's immediate line manager. The line manager will review your comments, investigate if appropriate and take whatever action is necessary.

Alternatively you can use the Derby City Council customer feedback form on the City Council website.

We formally invite feedback from service users, schools and early years settings through the distribution of a feedback form. This is usually done every 2 years. A summary of this feedback is available on request.

SEND Health Notification Guidance – for HEALTH PROFESSIONALS ONLY

Health practitioners have a duty to notify the LA under section 23 of the SEND Code of Practice about children **under compulsory school age** who have or may have a disability or special educational need.

If you are a health professional and wish to notify **Derby City Council** about a child or make a referral please follow this process.

Before you make a referral to LA specialist education services or send us a health notification you should:

- Discuss with the parents/carers your view that their child has (or is likely to have) SEND.
- Give the parent/ carers the opportunity to discuss their child's additional need and the likelihood of SEND.
- If you are making a health notification - Inform the parents/ carers that health professionals have a duty to notify the LA.
- If you are making a referral – explain the reason you are making a referral.
- Advise the parents of the SEND local offer website and organisations that may be able to provide support and advice about SEND.
- Document in the child's clinical record that you have made a notification or a referral.

How do I make a health notification?

Go to the [Health Notification Section on the Derby City Local Offer Website](#) and click on 'submit a health notification'.

How do I know whether I should make a health notification or a referral?

If the child is under 5 and already known to STePS (previously referred by a colleague) simply send us a copy of your report/letter.

- Your report will be forwarded by our admin to the most appropriate person to read, depending on the age of the child this might be an Early Years SEND specialist , an advisory teacher or an educational psychologist.

If the child is under 5 and not already known to STePS (not previously referred) - then you can do one of the following:

1. Audiology and Ophthalmology departments diagnosing children with a hearing or vision impairment should make a referral, using the Specialist Teaching (STS) referral form.
2. Occupational or Physiotherapists - If the child has a physical disability and they will require specialist equipment in their educational setting you should make a referral, using the Specialist Teaching (STS) referral form

3. All other health colleagues (for example, Paediatricians, Speech therapists, health visitors):
 - If the child is under 5 and is not yet attending a setting you can make a referral, using the Specialist Teaching (STS) referral form.
 - If the child is under 5 and is attending a school/early years setting send us a health notification using the health notification form.

What do STePS do on receiving a health notification?

Your health notification will be forwarded to a member of the team to read. If the child is in a PVI setting it will be sent to the designated link Early Years SEND specialist or Early Years SEND Team Leader. If the child is in a school it will be sent to an educational psychologist or an advisory teacher.

We will write to the child's schools/setting to let them know that you have concerns about the child and to advise them to meet with parents to discuss the implications for the child and consider next steps.

What about children over 5 years of age?

If the child is over 5 and already known to STePS (previously referred) – you can send us a copy of your report/ letter:

- Your report will be forwarded by our admin to the most appropriate person to read, depending on the age of the child this might be an Early Years SEND specialist, an advisory teacher or an educational psychologist.

If the child is over 5 and not already known to STePS - then you can do one of the following:

1. Audiology and Ophthalmology departments diagnosing children with a hearing or vision impairment should make a referral, using the Specialist Teaching (STS) referral form.
2. Occupational or Physiotherapists - If the child has a physical disability and they will require specialist equipment in their educational setting you should make a referral, using the Specialist Teaching (STS) referral form.
3. All other health colleagues (for example, Paediatricians, Speech therapists) - If the child is **over 5** you should send a copy of your report/letter direct to the child's school. The special educational needs coordinator is responsible for coordinating specialist educational support for the child and will refer to a specialist teacher or Educational Psychologist as part of a graduated approach to meeting the child's needs if appropriate following discussion with the child's parents.

Health professionals cannot:

- Make a health notification for a child over 5 years of age.
- Make a referral to an Educational Psychologist.
- Make a referral to the Social Communication and Autism Team.

Schools – STePS staff contact list

Setting	Social Comm and Autism Team	Deaf and Hearing Impairment Team	Vision Team
Akaal Primary School	Davinia Hammersley		Sue Harvey
Allenton Community Primary	Louise Bieluch/ Davinia Hammersley		
Allestree Woodlands	Louise Bieluch		Jane Shipway
Alvaston Infant and Nursery School	Miriam Price	Claire Lightfoot	Jane Shipway
Alvaston Junior Academy	Davinia Hammersley/Louise Bieluch	Claire Lightfoot	Jane Shipway
Alvaston Moor Academy	Louise Bieluch	Kirsty Vinter	Alison Doyle-Stevenson
Arboretum Primary School	Davinia Hammersley	Kirsty Vinter	Sue Harvey
Ash Croft Primary Academy		Claire Lightfoot	
Ashgate Nursery			
Ashgate Primary School	Davinia Hammersley/Louise Bieluch		Jane Shipway
Ashwood Spencer Academy	Miriam Price	Claire Lightfoot	Rachel Maxted
Asterdale Primary School	Miriam Price	Claire Lightfoot	Jane Shipway
Beaufort Primary School	Louise Bieluch		Alison Doyle-Stevenson
Becket Primary School	Davinia Hammersley	Claire Lightfoot	
Bishop Lonsdale CofE Primary Academy		Kate Page	
Borrow Wood Primary School			Sue Harvey
Brackensdale Spencer Academy		Kate Page	Alison Doyle-Stevenson
Breadsall Hill Top Primary School	Davinia Hammersley		Jane Shipway
Brookfield Primary School	Davinia Hammersley	Sara Wright	
Carlyle Infant and Nursery School	Davinia Hammersley	Kate Page	Alison Doyle-Stevenson

Castleward Spencer Academy	Miriam Price		
Cavendish Close Infant School			Jane Shipway
Cavendish Close Junior Academy	Miriam Price	Kate Page	Jane Shipway
Central Community Nursery		Claire Lightfoot	Rachel Maxted
Chaddesden Park Primary School	Miriam Price	Sara Wright	Alison Doyle-Stevenson
Chellaston Academy	Davinia Hammersley/Louise Bieluch	Sara Wright	Alison Doyle-Stevenson
Chellaston Infant School	Davinia Hammersley		Alison Doyle-Stevenson
Chellaston Junior School	Louise Bieluch		Alison Doyle-Stevenson
Cherry Tree Hill Primary School	Davinia Hammersley	Kirsty Vinter	Sue Harvey
City of Derby Academy	Louise Bieluch	Claire Lightfoot	Sue Harvey
Cottons Farm Academy	Davinia Hammersley		
da Vinci Academy	Louise Bieluch	Kirsty Vinter	Jane Shipway
Dale Community Primary School	Davinia Hammersley	Kirsty Vinter	Sue Harvey
Derby Cathedral School	Louise Bieluch/ Davinia Hammersley	Sara Wright	Jane Shipway
Derby Moor Academy	Louise Bieluch	Sara Wright	Alison Doyle-Stevenson
Derby Pride Academy			
Derwent Primary School	Davinia Hammersley	Kirsty Vinter	Jane Shipway
Firs Primary School	Davinia Hammersley		Sue Harvey
Gayton Community Junior School	Davinia Hammersley	Claire Lightfoot	Alison Doyle-Stevenson
Grampian Primary Academy	Miriam Price		
Griffe Field Primary School	Miriam Price	Sara Wright	Sue Harvey
Hackwood Primary Academy	Davinia Hammersley	Kate Page	
Hardwick Primary School	Louise Bieluch		Sue Harvey
Harrington Nursery School			Sue Harvey
Homefields Primary School	Miriam Price		Jane Shipway
Ivy House School		Kirsty Vinter	Sue Harvey/ Jane Shipway/

			Rachel Maxted/ Alison Doyle- Stevenson
Lakeside Primary Academy	Davinia Hammersley		Sue Harvey
Landau Forte Academy	Louise Bieluch/ Davinia Hammersley	Sara Wright	Sue Harvey
Landau Forte Academy Moorhead	Louise Bieluch/ Davinia Hammersley	Claire Lightfoot	
Lawn Primary School	Davinia Hammersley	Claire Lightfoot	Sue Harvey
Lees Brook Community Sports College	Louise Bieluch	Kate Page (post 16)	Alison Doyle- Stevenson
Littleover Community School	Louise Bieluch	Sara Wright	Sue Harvey
Lord Street Community Nursery School		Claire Lightfoot	Sue Harvey
Markeaton Primary School		Kirsty Vinter	Rachel Maxted
Meadow Farm Community Primary	Davinia Hammersley		Alison Doyle- Stevenson
Mickleover Primary School		Claire Lightfoot	Alison Doyle- Stevenson
Murray Park School	Louise Bieluch		Alison Doyle- Stevenson
Newton's Walk			
Noel-Baker Academy	Louise Bieluch	Kirsty Vinter	Rachel Maxted
Normanton House School			
Oakwood Infant & Nursery School	Davinia Hammersley		Rachel Maxted
Oakwood Junior School	Davinia Hammersley	Kate Page	Rachel Maxted
Parkview Primary School	Miriam Price	Kirsty Vinter	Jane Shipway
Pear Tree Community Junior School	Davinia Hammersley	Claire Lightfoot	Sue Harvey
Pear Tree Infant School	Miriam Price	Claire Lightfoot	Sue Harvey
Portway Infant School	Miriam price		Alison Doyle- Stevenson
Portway Junior School		Kate Page	Alison Doyle- Stevenson
Ravensdale Infant School	Davinia Hammersley	Sara Wright	Jane Shipway
Ravensdale Junior School	Miriam price/ Louise Bieluch	Sara Wright	Jane Shipway

Redwood Primary School	Miriam Price		Sue Harvey
Reigate Park Primary Academy	Davinia Hammersley		Sue Harvey
Ridgeway Infant School	Davinia Hammersley	Claire Lightfoot	Rachel Maxted
Roe Farm Primary School	Davinia Hammersley	Claire Lightfoot	Rachel Maxted
Rosehill Infant and Nursery School	Miriam Price	Kate Page	Sue Harvey
Royal School for the Deaf Derby	Louise Bieluch/ Davinia Hammersley		Sue Harvey
Saint Benedict Catholic VA	Louise Bieluch		
Shelton Infant School	Davinia Hammersley		
Shelton Junior School			Rachel Maxted
Silverhill Primary School	Miriam Price	Claire Lightfoot	Alison Doyle-Stevenson
Springfield Primary School		Claire Lightfoot	
St Alban's Catholic Primary School	Miriam Price	Sara Wright	Alison Doyle-Stevenson
St Andrew's School		Claire Lightfoot	Jane Shipway
St Chad's CofE Nursery and Infant School	Miriam Price	Claire Lightfoot	Sue Harvey
St Clares School		Sara Wright	Alison Doyle-Stevenson
St George's Catholic VA	Louise Bieluch		Alison Doyle-Stevenson
St Giles School		Sara Wright	Jane Shipway
St James' CofE Infant School	Davinia Hammersley		Sue Harvey
St James' CofE Junior School	Miriam Price	Claire Lightfoot	Sue Harvey
St John Fisher Catholic VA	Louise Bieluch		Alison Doyle-Stevenson
St Joseph's Catholic Academy	Davinia Hammersley		
St Martins School		Kate Page	Alison Doyle-Stevenson
St Mary's Catholic Voluntary Academy	Miriam Price		Jane Shipway
St Peter's CofE Junior School		Sara Wright	Alison Doyle-Stevenson
St Werburgh's CofE Primary School	Miriam Price/Louise Bieluch	Claire Lightfoot	Jane Shipway
Stonehill Nursery School	Davinia Hammersley	Claire Lightfoot	

The Bemrose School (primary)		Kate Page	Alison Doyle- Stevenson
The Bemrose School (secondary)		Kate Page	Alison Doyle- Stevenson
The Kingsmead School		Sara Wright	
UTC Derby Pride Park			
Village Primary Academy	Miriam Price	Kate Page	Alison Doyle- Stevenson
Walbrook Nursery	Miriam Price	Claire Lightfoot/ Kate Page	Sue Harvey
Walter Evans CofE Primary School	Louise Bieluch/ Davinia Hammersley		Jane Shipway
West Park School	Louise Bieluch/ Davinia Hammersley	Claire Lightfoot	Jane Shipway
Whitecross Nursery School			
Wren Park Primary School	Davinia Hammersley		
Wyndham Primary Academy		Kirsty Vinter	Jane Shipway
Zaytouna Primary School	Davinia Hammersley	Sara Wright	Sue Harvey

Appendix 2

PVI Settings – STePS staff contact list

Setting	EY SEND Team member	Other
ACE Nursery	Katherine Boden	
Alvaston Achievers	Deirdre Fleming	
The Learning Tree	Lynn Brierley	
Bizzy Kidz	Katherine Boden	
Boulton Lane Park Pre-School Playgroup	Sam Mckenna	
Bramble Brook Pre School Playgroup	Deirdre Fleming	
Busy Bees Day Nursery Oakwood	Julie Whitmore	
Busy Bees Heatherton	Lynn Brierley	Kate Page/Sue Harvey
Busy Bees Pre-School	Sam Mckenna	
Busy Bees Bishops Drive	Julie Whitmore	
Busy Bees Silvertrees	Sam Mckenna	
Carlton Day Nursery	Sam Mckenna	Sue Harvey
Chuckles Pre-School	Julie Whitmore	
Derby Montessori School	Sam Mckenna	Sara Wright
Derwent Stepping Stones – Day Nursery	Katherine Boden	Claire Lightfoot/Sue Harvey
Derwent Stepping Stones @ St James Centre	Katherine Boden	
Diamonds Day Nursery	Katherine Boden	Kate Page
Field Lane Playgroup Limited	Deirdre Fleming	
First Friends PDN	Julie Whitmore	
Fun Time Nursery Limited	Julie Whitmore	Kate Page
Heatherton Pre-School	Lynn Brierley	
Incredible Kids (Derby) Limited	Katherine Boden	Claire Lightfoot
King George V Pre-School	Julie Whitmore	
Kingfisher Day Nursery	Julie Whitmore	
Kingfisher Day Nursery – Playgroup	Julie Whitmore	
Kingfisher Day Nursery (2) – Day Nursery (Now known as Early Years Academy)	Julie Whitmore	
La Petite Academy Ltd	Deidre Fleming	
Little Angels Playschool C.I.C	Katherine Boden	
Little Owls Nursery	Katherine Boden	Kirsty Vinter
Little Poppies Pre School	Katherine Boden	
Little Scholars Littleover	Sam Mckenna	
Little Scholars Nursery	Sam Mckenna	
Marble Hall Little Angels Day Nursery	Katherine Boden	
Mary Poppins Day Nursery	Katherine Boden	
Mickleover Methodist Preschool	Deirdre Fleming	
Oak House Nursery	Katherine Boden	
Orchard Nursery School	Lynn Brierley	
Orchard Private Day Nursery	Lynn Brierley	

Osmaston Day Nursery (was Spring – First Steps)	Julie Whitmore	Sue Harvey
Play Corner Nursery	Sam Mckenna	
Play Days Opportunity Group	Lynn Brierley	
Positive Steps Childcare	Julie Whitmore	
Rydale Nursery	Katherine Boden	Sara Wright
Scallywags Nursery	Lynn Brierley	Sara Wright
Shelton Lock Pre School	Deirdre Fleming	
Shining Stars Nursery	Julie Whitmore	Sara Wright
Sinfin Community Childcare	Deirdre Fleming	Claire Lightfoot
Sinfin Community Childcare Preschool at Scills	Deirdre Fleming	
St Andrews Pre-School	Katherine Boden	
St Edmunds Preschool CIC	Sam Mckenna	
St Josephs RC Pre School	Sam Mckenna	
Sunny Days Nursery	Sam Mckenna	Claire Lightfoot/ Rachel Maxted
Sunnyhill Day Nursery	Julie Whitmore	
The Cottage Private Day Nursery	Deirdre Fleming	
The Cottage Private Day Nursery (55 Bedford St)	Deirdre Fleming	
The Cottage Private Day Nursery (Uttoxeter Road)	Deirdre Fleming	
The Faraway Tree Day Nursery	Katherine Boden	
The Orange Tree Day Nursery @ Derby	Sam Mckenna	Kirsty Vinter
The Orchard Garden Private Day Nursery	Julie Whitmore	
The Whitehouse Day Nursery	Julie Whitmore	
The Whitehouse Day Nursery	Julie Whitmore	
Tiny Tots Nursery (Derby) Limited	Katherine Boden	
Tommies Childcare	Katherine Boden	
White House Day Nursery Alvaston	Julie Whitmore	Kate Page
White House Kids Club	Julie Whitmore	
Wonderworks (was The Park Playgroup)	Katherine Boden	
Woodlands PDN	Sam Mckenna	