

# Specialist Teaching and Psychology Service

## STePS Handbook

2024-2025

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## 1. 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).

### **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 psychological advice and support for children with a range of needs in Derby City schools and settings

### **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.*

## 2. Names and Contact details

Name	Job title	Phone
Eleanor Moore	Manager	01332 641394 07812 300710
<b>Deaf and Hearing Impairment Team</b>		
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
<b>Early Years SEND team</b>		
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
<b>Vision Team</b>		
Alison Doyle-Stevenson	Advisory Teacher for Vision Impairment	01332 641380 07812 300880
Jess Fogarty	Advisory Teacher for Vision Impairment	07812 300883
Rachel Maxted	Advisory Teacher for Vision Impairment	01332 956471 07554 338051
<b>Physical Disability Team</b>		
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
<b>Social Communication and Autism Team</b>		
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

<b>Educational Psychology</b>		
Anna Worsching	Senior Educational Psychologist	01332 641397 07812 300884
Francesca Potter	Senior Educational Psychologist	01332 255704 07824 013946
Alice McIntosh	Senior Educational Psychologist	01332 255702
Charlotte Montandon	Educational Psychologist	01332 641400 07812 302043
Jane Bown on maternity leave	Educational Psychologist	01332 641400 07887 834425
Kirsty Chambers	Trainee Educational Psychologist	01332 255735
Victoria Berrington	Trainee Educational Psychologist	01332 255597
Nikita Egan-Shaw	Trainee Educational Psychologist	01332 641400
Chloe Newman	Assistant Educational Psychologist	01332 641400 07812 301030
TBC	Assistant Educational Psychologist	
Arun Shanti	Locum Educational Psychologist	01332 641400
Caroline King	Locum Educational Psychologist	01332 641400
Judith McAlister	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
<b>Steps Admin</b>		
Steps Admin	stepsadmin@derby.gov.uk	01332 641400

### 3. Services and Eligibility Criteria

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

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). Health professionals cannot make referrals for setting support.

#### 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.
- Schools will be signposted to appropriate advice and strategies in the STePs mini-guides document.
- 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 post 16 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.

## **Vision Team**

**This service is for children and young people with a diagnosed vision impairment whose sight is not fully corrected by glasses or those seen by an eye specialist.**

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 Saint Benedict's Secondary School as this school is an enhanced resource school and has a qualified Teacher 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 should be made by Ophthalmology. On occasion and by exception referrals can be made by SENCOs for example, for a new arrival to Derby.

### **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 disability or having a significant delay in motor skills or if the child requires assisting or moving.**

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.

### **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', 'Good Autism Practice' and the continuation of the 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](mailto: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.

## **The Educational Psychology Team**

**The LA EP Team provide psychological advice as part of the EHC Needs Assessment process and also provide support to schools and the LA through training and strategic work. In January 2024 the EP team relaunched a traded offer to schools. This traded offer is open to Derby City schools subject to capacity.**

Information about the traded service offer is available on the schools information portal in the 'Sold Services' section. If this is something that you are interested in please contact us.

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

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.

## 4. Training

### **Sensory Impairment and Physical Disability Training**

The Deaf and Hearing Impairment Team, Vision Team and Physical Disability Team 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 Assisting and Moving training (previously Manual Handling Training) 2024-2025 can be found on the Schools Information Portal (SIP) in the [STePS Training section](#)

### **Early Years training**

The EY Team 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 modelling, awareness-raising, how to implement specific approaches and resource adaptation.

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

The LA will sometimes commission training for early years settings. Information about training available, organised and commissioned by the LA, is published on the Schools Information Portal and sent to Early Years setting SENCOs by email. This year we are commissioning training in understanding and supporting children with sensory processing differences.

Since September 2023 a core team of trainers have been delivering Autism Education Trust (AET) training starting with a module called 'Making Sense of Autism'. This training is continuing and PVI settings should ask their link EYs SEND specialist for more information.

### **Social Communication and Autism training**

The Social Communication and Autism Team provide training for setting staff as needed for children on caseload. This is bespoke and is usually just for key staff and delivered one to one or for a small group of staff. Training may include modelling, awareness-raising, how to implement specific approaches and resource adaptation. The Social Communication and Autism Team may deliver training to larger groups if considered appropriate and necessary to support inclusion. Priorities will be determined by the team.

The Social Communication and Autism teams provide information to schools and parents on where to go to access external 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'.

**Autism Education Trust (AET) Training and Autism Advocates**

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

Autism advocates are invited to attend network meetings to access ongoing support and CPD during the year.

**Emotional Literacy Support Assistant (ELSA) training**

We are continuing to offer ELSA training again this year. Training will be take place January – March 2025. Please book early to avoid disappointment as there are a limited number of places available.

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 will continue to provide supervision for ELSAs this year. ELSA training comprises 5 days across the year. Supervision must be ongoing for ELSAs to maintain their registration.

**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 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

## 5. 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.**

## 6. Referral Routes

Schools who have requested a package of support from the LA EP team should discuss referrals with their link Educational Psychologist. The EP for the school will be able to help the SENCO to plan and consider how best to use the EP's time. Full information about the Educational Psychology Sold Service can be found in the [Sold Service Brochure 2024-2025](#).

To make a referral to one of the Specialist Teaching Service (STS) Teams please use the STS Referral form. The referral form is on the Schools Information Portal - [here](#)

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).

Referrals to the Physical Disability service are generally made by a physiotherapist or occupational therapist but can be made by parents, teachers or other professionals. The Physical Disability team endeavour to respond to referrals within a week of receiving the referral and an advisor will be allocated.

## **7. 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.

## **8. 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.

## **9. Customer feedback**

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.

## 10. SEND Health Notification Guidance – for health professionals

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 can make a referral if a child has a diagnosed hearing or vision impairment.
2. Occupational or Physiotherapists can make a referral if the child has a physical disability and they will require specialist equipment in their educational setting
3. All other health colleagues (for example, Paediatricians, Speech therapists, health visitors) can make a referral *if* the child is under 5 *and* not attending as setting

If the child is under 5 and *has started* attending a school/early years setting send us a health notification.



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

Castleward Spencer Academy	Miriam Price			
Cavendish Close Infant School				
Cavendish Close Junior Academy	Miriam Price	Kate Page	Jess Fogarty	
Central Community Nursery		Claire Lightfoot	Rachel Maxted	
Chaddesden Park Primary School	Miriam Price		Alison Doyle-Stevenson	
Chellaston Academy	Davinia Hammersley/Louise Bieluch	Kate Page	Alison Doyle-Stevenson	
Chellaston Infant School	Davinia Hammersley		Alison Doyle-Stevenson	
Chellaston Junior School	Louise Bieluch			
Cherry Tree Hill Primary School	Davinia Hammersley	Kirsty Vinter	Jess Fogarty	
City of Derby Academy	Louise Bieluch	Claire Lightfoot	Jess Fogarty	
Cottons Farm Academy	Davinia Hammersley			
da Vinci Academy	Louise Bieluch	Kirsty Vinter		Francesca Potter
Dale Community Primary School	Davinia Hammersley	Kirsty Vinter	Jess Fogarty	
Derby Cathedral School	Louise Bieluch/Davinia Hammersley		Jess Fogarty	
Derby Moor Academy	Louise Bieluch	Sara Wright	Alison Doyle-Stevenson	
Derby Pride Academy				
Derwent Primary School	Davinia Hammersley	Kirsty Vinter	Rachel Maxted	
Firs Primary School	Davinia Hammersley		Jess Fogarty	Charlotte Montandon
Gayton Community Junior School	Davinia Hammersley	Claire Lightfoot	Alison Doyle-Stevenson	
Grampian Primary Academy	Miriam Price			
Griffe Field Primary School	Miriam Price	Sara Wright	Jess Fogarty	Alice McIntosh
Hackwood Primary Academy	Davinia Hammersley	Kate Page		
Hardwick Primary School	Louise Bieluch	Kirsty Vinter	Jess Fogarty	

Harrington Nursery School				Kirsty Chambers
Homefields Primary School	Miriam Price	Claire Lightfoot	Rachel Maxted	
Ivy House School		Kirsty Vinter	Rachel Maxted / Jess Fogarty / Alison Doyle-Stevenson	
Lakeside Primary Academy	Davinia Hammersley			
Landau Forte Academy	Louise Bieluch/ Davinia Hammersley	Sara Wright	Jess Fogarty	
Landau Forte Academy Moorhead	Louise Bieluch/ Davinia Hammersley	Claire Lightfoot	Alison Doyle-Stevenson	
Lawn Primary School	Davinia Hammersley	Claire Lightfoot		
Lees Brook Community Sports College	Louise Bieluch	Kate Page (post 16)	Alison Doyle-Stevenson	
Littleover Community School	Louise Bieluch	Sara Wright	Jess Fogarty	Victoria Berrington
Lord Street Community Nursery School		Claire Lightfoot		
Markeaton Primary School		Kirsty Vinter	Rachel Maxted	
Meadow Farm Community Primary	Davinia Hammersley		Alison Doyle-Stevenson	Victoria Berrington
Mickleover Primary School		Claire Lightfoot		
Murray Park School	Louise Bieluch		Alison Doyle-Stevenson	Victoria Berrington
Newton's Walk				
Noel-Baker Academy	Louise Bieluch	Kirsty Vinter	Rachel Maxted	Kirsty Chambers
Normanton House School				
Oak Grange Primary				
Oakwood Infant & Nursery School	Davinia Hammersley			Victoria Berrington
Oakwood Junior School	Davinia Hammersley	Kate Page	Rachel Maxted	
Parkview Primary School	Miriam Price	Kirsty Vinter	Rachel Maxted	
Pear Tree Infant School	Miriam Price	Claire Lightfoot		

Pear Tree Community Junior School	Davinia Hammersley	Claire Lightfoot	Jess Fogarty	Anna Worsching
Portway Infant School	Miriam price	Claire Lightfoot	Alison Doyle-Stevenson	
Portway Junior School		Kate Page	Alison Doyle-Stevenson	
Ravensdale Infant School	Davinia Hammersley	Sara Wright		
Ravensdale Junior School	Miriam price/ Louise Bieluch	Sara Wright	Rachel Maxted	Victoria Berrington
Redwood Primary School	Miriam Price			
Reigate Park Primary Academy	Davinia Hammersley	n/a		
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		Francesca Potter
Royal School for the Deaf Derby	Louise Bieluch/ Davinia Hammersley	n/a	Jess Fogarty	
Saint Benedict Catholic VA	Louise Bieluch			
Shelton Infant School	Davinia Hammersley			
Shelton Junior School			Rachel Maxted	
Silverhill Primary School	Miriam Price	Claire Lightfoot		
Springfield Primary School		Claire Lightfoot		
St Alban's Catholic Primary School	Miriam Price	Sara Wright	Alison Doyle-Stevenson	
St Andrew's School		Claire Lightfoot	Rachel Maxted	Kirsty Chambers
St Chad's CofE Nursery and Infant School	Miriam Price	Claire Lightfoot		
St Clares School		Sara Wright	Alison Doyle-Stevenson	
St George's Catholic VA	Louise Bieluch		Alison Doyle-Stevenson	Kirsty Chambers
St Giles School		Sara Wright	Rachel Maxted	
St James' CofE Infant School	Davinia Hammersley			Kirsty Chambers

St James' CofE Junior School	Miriam Price	Claire Lightfoot	Jess Fogarty	
St John Fisher Catholic VA	Louise Bieluch	Kate Page		
St Joseph's Catholic Academy	Davinia Hammersley			Kirsty Chambers
St Martins School		Kate Page	Jess Fogarty	
St Mary's Catholic Voluntary Academy	Miriam Price			
St Peter's CofE Junior School		Sara Wright		
St Werburgh's CofE Primary School	Miriam Price/Louise Bieluch	Claire Lightfoot	Jess Fogarty	
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		
Walter Evans CofE Primary School	Louise Bieluch/ Davinia Hammersley		Rachel Maxted	
West Park School	Louise Bieluch/ Davinia Hammersley	Kirsty Vinter	Alison Doyle-Stevenson	Anna Worsching
Whitecross Nursery School		Claire Lightfoot		Victoria Berrington
Wren Park Primary School	Davinia Hammersley	Claire Lightfoot		
Wyndham Primary Academy		Kirsty Vinter	Rachel Maxted	
Zaytouna Primary School	Davinia Hammersley	Sara Wright	Jess Fogarty	Victoria Berrington

## 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	Alison Doyle-Stevenson VI
Busy Bees Day Nursery Oakwood	Julie Whitmore	
Busy Bees Heatherton	Lynn Brierley	Kate Page HI Jess Fogarty VI
Busy Bees Pre-School	Sam Mckenna	
Busy Bees Bishops Drive	Julie Whitmore	
Busy Bees Silvertrees	Sam Mckenna	
Carlton Day Nursery	Sam Mckenna	Jess Fogarty VI
Chuckles Pre-School	Julie Whitmore	
Derby Montessori School	Sam Mckenna	Sara Wright HI
Derwent Stepping Stones – Day Nursery	Katherine Boden	Claire Lightfoot HI Jess Fogarty VI
Derwent Stepping Stones @ St James Centre	Katherine Boden	Jess Fogarty VI
Diamonds Day Nursery	Katherine Boden	Kate Page HI
Early Years Academy		Claire Lightfoot HI
Field Lane Playgroup Limited	Deirdre Fleming	
First Friends PDN	Julie Whitmore	
Fun Time Nursery Limited	Julie Whitmore	Kate Page HI
Heatherton Pre-School	Lynn Brierley	
Incredible Kids (Derby) Limited	Katherine Boden	Claire Lightfoot HI Rachel Maxted VI
Kids Planet	Julie Whitmore	
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 Playgroup	Katherine Boden	Kirsty Vinter HI Rachel Maxted VI
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	Alison Doyle-Stevenson VI
Oak House Nursery	Katherine Boden	

Orchard Nursery School	Lynn Brierley	
Orchard Private Day Nursery	Lynn Brierley	
Osmaston Day Nursery	Julie Whitmore	
Play Corner Nursery	Sam Mckenna	
Play Days Opportunity Group	Lynn Brierley	
Positive Steps Childcare	Julie Whitmore	Claire Lightfoot HI
Rydale Nursery	Katherine Boden	Sara Wright HI
Scallywags Nursery	Lynn Brierley	Sara Wright HI
Shelton Lock Pre School	Deirdre Fleming	
Shining Stars Nursery	Katherine Boden	Sara Wright HI
Sinfin Community Childcare	Deirdre Fleming	Claire Lightfoot HI
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 HI Rachel Maxted VI
Sunnyhill Day Nursery	Julie Whitmore	Claire Lightfoot HI
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 HI Jess Fogarty VI
The Orchard Garden Private Day Nursery	Julie Whitmore	Jess Fogarty VI
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 HI
White House Kids Club	Julie Whitmore	
Wonderworks (was The Park Playgroup)	Katherine Boden	
Woodlands PDN	Sam Mckenna	