



STUDENT:.....

D.O.B.....

Re-engagement Programmes

REFERRAL INFORMATION

Be Free Forest School requires this information to support any application to the 1 to 1 (or small group) programme. The information focuses on objectives, what support for the student is required and a commitment to the programme by all those involved. Please ensure that all sections are fully completed. Please include additional sheets as required.

School / Organisation:

Who within the school / Organisation is the main contact for the student?

Name:

Telephone:

Email:

Please state why the student would benefit from the programme:
(Please go on to an additional sheet if required)

Has parental consent been sought to take part in the programme? Has the information poster been shared with the young person's carer? Y/N

Please list any strengths and interests.....

What education will the student receive in addition to the programme at Be Free Forest School?

Where will this be delivered?

Termly, and on request (e.g. for the annual EHCP review or other professional meetings), we will prepare a report on the student's performance and progress.

Please list the people – with email contact – who should be sent a copy of this report.

Are any other agencies involved with this student?

Social Services YES/NO

Pastoral Lead YES/NO

YOS YES/NO

Other YES/NO

If YES, give contact details with email:

Does the student experience (please tick):
Please include the care/management plan where relevant

Epilepsy [] Hearing impairment [] Visual impairment []

Colour Blindness [] Allergies [] Asthma []

Please attach/send us the student's EHC Plan (if applicable)

Has the student been diagnosed with, or known to have neurological differences, including:

ADHD YES/NO

ASD YES/NO

ADD YES/NO

Any other neurological differences (please describe)

Please detail any safeguarding concerns :

E.g. past or present cases of neglect, trauma, abuse, including fabricated accusations. Trauma involving forests, tools (including knives) and or fire.

Behavioural needs:

Does this student have a history of absconding? YES/NO (If yes please give details and/ or attach up-to-date risk assessment if relevant)

Has this student been physically restrained in the past year? YES/NO (If yes please give details and/ or attach handling plan)

Does this student have any known behavioural or sensory triggers? YES/NO (Please state)

Risk factors or vulnerabilities - i.e. substance abuse, bullying, involvement in the criminal justice system etc..

Signed:

Name:

Position:

Signature:

Date:

Be Free Forest School Invoice Information Form

Student name.	
Name of your organisation/school.	
Full organisation/school address and postcode.	
The details of the person who will be processing invoices in your organisation for this student.	Name: Tel: Email:
The details of the person who will raise the PO number if different from above	Name: Tel: Email:
If you would like us to CC another member of staff in when invoices are sent from Be Free Forest School, please state their email address.	
Please state the invoicing start date for this student at Be Free Forest School.	
Please state the expected finishing date for this student at Be Free Forest School or leave blank if the placement is open ended.	
<p>Please note: Unless otherwise arranged, invoices for this student will be sent twice a term (every 6 weeks approximately).</p> <p>Be Free Forest School will need notification a full two weeks in advance of any early termination of this student's programme (if different to the date stated above). Failure to do this will result in the outstanding weeks being charged for.</p> <p>Thank you in advance</p>	

Signed: Date:

Print name:

Referral Conditions

1. Your booking is with Be Free Forest School.
Registered office: 7 Prospect Road, Cheshunt, EN89QX
Company registration number 11497915
2. All instructors are fully qualified, DBS checked and safeguard and first Aid qualified and experienced in working with participants in their particular activity. All activities are risk assessed and Be Free Forest School has public liability insurance for £5 million.
3. Our referral documents request information on relevant medical conditions and the reasons for the referral. They also incorporate photo consent. Consent for overnights and expeditions will be sent to referring agencies and parents/guardians when required.

Termination of Programme

4. Cancellation of a programme can be made by Be Free Forest School or the Referral Agency. Be Free Forest School will request to stop a programme if
 - The student consistently fails to attend the centre – 4 weeks notice
 - The student consistently refuses to engage in any programme – 4 weeks notice
 - The student consistently disrupts other students learning – 4 weeks notice
 - The student consistently threatens or has assaulted staff or other students with violence - Immediate
5. We require two weeks notice (10 working days) from the referral agency for the student's programme to be terminated.

Temporary cancellations by Be Free Forest School

6. Be Free Forest School reserves the right to change or cancel a programme due to circumstances outside its control and where it is deemed that students and staff may be put at risk. Circumstances include (but are not limited to) adverse weather conditions such as heavy snow, high winds and flooding. In the event of a cancellation Be Free Forest School will refund the value of the booking.

How to pay

7. To make a deposit or balance payment by BACS:

Be Free Forest School Ltd	Sort: 60-83-71
Starling Bank	Acc: 53806643

Our Ref: Please reference your school/organisation name and date of event

Many thanks in advance

PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS