

Project UP: Step Guide

Project UP can be looked at in 2 parts, the assessment (in Blue) and the research (in Green). We thought it would be useful to highlight the whole process and how it all links together. This is a guide as we understand circumstances can change.

The Assessment

1 **EXPRESSION OF INTEREST**
Complete your expression of interest on our website and someone will be in touch!

2 **CONTACT FORM**
Complete the contact form with your personal details and return it back to us.

3 **CLIENT LETTER, TERMS & CONDITIONS**
Review and sign your client letter. This is the time to clarify any questions you may have about the project.

4 **PRIVATE FOLDER ACCESS**
Here you can upload any supporting documents and complete any further questionnaires we have for you.

5 **CONTACTING THE SCHOOL**
We will contact the school to arrange the assessment date. If your child is not in school and alternative space can be booked.

6 **ASSESSMENT DAY(S)**
Prior to the assessment we will send you a brief profile for you to go through with your child so they know who to expect.

7 **GATHERING PARENTAL & STAFF VIEWS**
Dates will be arranged to gather both yours and any professional views that can help inform the report.

8 **THE REPORT**
The final report will aim to be with you 4-6 weeks after the last interview & will be released on receipt of a final invoice.

9 **REVIEW**
Meeting with you and the school to review the implementations of the recommendations.



The Big



The Research

1 **RESEARCH INTRODUCTION**
The Senior Researcher will contact you to introduce the research and explain its purpose and scope in more detail.

2 **SCHEDUELLING THE INTERVIEW**
Letting us know your availability to book a convenient time and will send you a short questionnaire.

3 **THE FIRST INTERVIEW**
The first interview takes place via Microsoft Teams for approximately 30 minutes. A link will be sent to you 1hr before.



4 **THE FINAL INTERVIEW**
6 - 10 weeks after receiving the report a final interview is scheduled.

5 **OPTIONAL: YEARLY CHECK IN UNTIL 2028**
An annual short interview or questionnaire on the progress of your child/young person and your SEND journey.