

## Noticeboard

Children and Young Peoples Services

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This electronic communications bulletin is  
available on the North Somerset Website at  
[www.n-somerset.gov.uk/noticeboard](http://www.n-somerset.gov.uk/noticeboard)

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## Update from The Learning Exchange

### School Improvement Lead Professional (SILP) Visits to Primary Schools

From this September we will work with you in a slightly different way across the year. To reflect these changes, our paperwork looks different. It is on the [September 2011](#) page for your reference. The SILP report has been personalised for your school with your priorities and your NtG data.

**You will receive your own paperwork directly from your SILP in advance of your meeting.** We will publish a Self-Evaluation Toolkit and summary document in October to support you capturing your own self evaluation.

The School Self-Evaluation Form (SEF) is no longer a statutory requirement, but schools should still have a succinct document that summarises for the community the school serves, the Governing Body and, for Ofsted, the school's view of itself. There will be, within the school, many documents that cover the philosophy, aims, priorities, strategies and monitoring and evaluation activities that go on in the school, but these will be too weighty to be absorbed by inspectors in the short period of time prior to inspection. Therefore, a brief self-evaluation form that summarises the school self-evaluation and makes references to other sources of evidence will signpost inspectors in the right direction. The extent to which inspectors wish to delve deeper into specific aspects can then be determined, based on available external data and a reflective summary.

#### The School Self-Evaluation Toolkit will:

- Enable each school, with support from their school improvement lead professional, to conduct an audit of pupils' achievement and their behaviour, safety and well-being; the quality of teaching; and of the impact of leadership and management.
- Identify and build on each school's strengths, as a means of supporting every school to improve and to contribute to the learning of others.
- Provide a common agenda for debate between headteachers, governors and school improvement lead professionals.
- Enable the local authority to fulfil its statutory duty to know its schools well and intervene when required in line with the School Improvement Strategy.

#### The SILP Form

Across the year we will complete the SILP form on your behalf. Before each meeting, we will agree with you the section we will focus on and your evidence base, detailing strengths and areas for development and your own record of self evaluation e.g. actions taken and their impact on outcomes and provision.

**There is not a requirement for you to complete the SILP form in preparation for our meeting. It is expected that you will use the Self-Evaluation Toolkit to moderate your own self evaluation in preparation for each SILP visit.**

## Data Collection Sheet

This term we will ask you to complete the data collection sheet to inform our discussions on achievement. If you already have this information as part of your own data collection and analysis, there is not a requirement to complete these sheets as well. Our discussions with you will, however, need to cover the range of headings on the Data Collection Sheet (on the [September 2011](#) web page) so, together, we can make a decision about achievement in the context of your school.

Following each meeting with your SILP, the SILP will complete an evaluative paragraph about one aspect of your provision based on the evidence base shared and the impact of actions taken. **The focus of each visit will be agreed with you before the visit.**

## Target Setting

As part of the autumn term visit we will need to complete the target setting form. There is an expectation that you will download the FFT data for your current Y5 cohort to inform discussions with your SILP and have available the Y1 data for your current Y2 cohort. **Your SILP will be in touch to agree the focus of your autumn term visit/visits. Please make contact with them directly if you would like to discuss any aspect of the next visit with your SILP.**

## DfE Updates:

**School Comparison Site:** Headteachers should be aware that the DfE have launched the 'schools comparison' [website](#). The information is taken from Edubase and schools are responsible for checking/updating this information.

**Standards and Testing Agency:** Schools Minister, Nick Gibb, has announced that the Standards and Testing Agency (STA), a new executive agency of the Department for Education, will commence operating on Monday 3 October. The STA will be based in Earlsdon Park in Coventry and will be responsible for the development and delivery of all statutory assessments from early years to the end of Key Stage 3. This work was previously carried out by the Qualifications and Curriculum Development Agency, which - subject to the will of Parliament - will cease its final remaining functions in March 2012.

**Pupil Premium:** Children's Minister, Sarah Teather, confirmed that the total funding available for the Pupil Premium will be £1.25bn in 2012-13. This is a rise from £625m in 2011-12 and will rise again each year until 2014-15 when it will be worth £2.5bn. Per pupil allocations and how the Pupil Premium will be distributed in 2012-13 has not yet been finalised. This will be announced in due course. We do know that DfE will publish performance of FSM pupils in this year's performance tables and we encourage schools to consider carefully the targeting of this funding. Please do contact [Neil Harris](#), Learning Exchange Adviser (Vulnerable Groups) for advice and guidance.

**Consultations:** coming to end on 30 September are:

- Qualifications for 14-16 year olds and Performance Tables
- Revised Early Years Foundation Stage

Details are available at <http://www.education.gov.uk/consultations/>

### **Middle Leadership Course**

We are delighted that Gordano School are offering a Middle Leadership Course on behalf of the Learning Exchange. An outline programme of this highly regarded course is on the [September 2011](#) web page and places can be booked via [CPD Online](#).

**Congratulations** to Lin Williams, Headteacher at Sandford Primary School who has been voted Archant Good Schools 'Best Headteacher 2011' for leading a school with passion.

[Paul Jacobs](#), Assistant Director, Learning & Achievement

### **Headteacher Performance Management**

A pack to guide and support the performance management of the headteacher/principal in North Somerset is available for governors using a School Improvement Lead Professional (SILP) as the external adviser at the annual Review and Planning meeting. The pack is available on the [September 2011](#) web page.

PHANS representatives are sharing the pack with headteachers in cluster meetings and chairs of governors are receiving the package from governor services.

Please note that appointed governors are required to review the objectives set last year (2010-2011) with the headteacher, together with their overall performance, prior to the meeting with the SILP (if external adviser). This should be recorded in parts 1 and 2 of the Review and Planning Statement (Document 4 in the pack) and sent to the SILP (if external adviser) at least 10 days before the Review and Planning meeting.

Please contact your SILP for further clarification, if required.

[Sue Ivermee](#), Principal Adviser

### **CLLD in the Foundation Stage and Year 1 – 30 September 2011**

[CLLD in the Foundation Stage and Year 1 - 30 September 2011](#)

Do you have teachers who are new to Foundation Stage or Year 1? If so you may like to consider this course which covers all aspects of CLLD, including phonics. New Reception teachers are entitled to a funded place (excluding supply). The cost for a Year 1 teacher is £125 or 2 credits. Please note that this course has been advertised for several weeks and this is a final reminder.

[Penny Boardman](#), Learning and Teaching Adviser

### **Assessment Update**

### **KS1 Test Orders Now Open**

The 'Test orders' section of [NCA tools](#) is now open for schools to order 2012 key stage 1 standard and modified test materials.

- All maintained schools, academies and free schools must place an order for **Key Stage 1** test materials by **Friday 14 October**. If you do not require any task or test materials this year, as you still have adequate materials in school, please also indicate on NCA tools. We have introduced a simple tick box to make this process easier. The tasks and tests available for 2012 are the same as those for 2011 - a combination of 2009 and 2007 tests. Tests for English writing and English spelling must be from the same year. These tests remain statutory.

### 2012 ARA

The 2012 Early Years Foundation Stage and Key Stage 1 ARA will be made available to schools in November 2011.

### Standards and Testing Agency (STA)

The new Standards and Testing Agency (STA) will be responsible for the development and delivery of statutory tests and assessments from Monday 3 October 2011. As a result you may notice a few changes to the look of our 'LA links', our publications, such as the ARA, and the *NCA tools* website.

The assessment content on the [QCDA website](#) will transfer to the DfE's website and can be accessed at [www.education.gov.uk/assessment](http://www.education.gov.uk/assessment). Although this link will not become operational until 3 October, you may wish to bookmark it or add in your 'Favourites' tab in Internet Explorer in the meantime.

The most frequently used assessment web pages on the QCDA website will re-direct to the relevant page of the 'Assessments' section of the DfE website. All other content will be available via the [National Archives website](#).

The national curriculum assessments helpline number will remain 0300 303 3013.

We will communicate more information around some of the new DfE web links that you may find useful on the DfE website in future email updates.

**[Sarah McGahern](#), Early Years Consultant and Moderation Manager**

### eProfile 2011-2012: New Version

The updated version 3.3 of the eProfile software will be available to download from the eProfile website [www.eprofile.org.uk](http://www.eprofile.org.uk) from 26 September 2011, along with additional information and a guidance manual.

When you visit the eProfile host site, please ensure you are viewing the most recent page rather than a stored or cached version. To do this, you will need to delete your temporary internet files.

Users of eProfile are strongly recommended to download the new version. Data held in versions 3.1 and 3.2 will be compatible with the new version 3.3 and data in version 3.0 will upgrade. Please remember that assessments entered in specific half terms in an earlier version of the software will be converted into months. Don't forget to make a backup of any current and past work to an external device before upgrading to version 3.3.

### **Developments to the eProfile programme in version 3.3**

The main developments in version 3.3 of eProfile are as follows:

- Year 1 continuation mode - this enables the software to be used by year 1 teachers as a means of updating the assessment picture for children who continue to be assessed in relation to EYFS profile into year 1. Full details and guidance are provided in the guidance manual in section C11.
- Improvements to printouts, including choice of month in two printouts and an option to print the scale's item texts.
- More details in the Help > About screen for helpdesk and technical support teams. The information can be copied and pasted to a word processor or an email message.
- Updating of export file to CTF 11.
- A number of minor improvements, including some in response to queries raised by users.

Further details of all these developments can be found on the [website](#).

### **Helpdesk support**

The eProfile helpdesk is now open to local authorities and individual users of eProfile. The helpdesk will answer your queries about the software and give you access to technical consultants if necessary.

- Helpdesk telephone: 0300 303 3013
- Helpdesk text-phone: 0300 303 3012
- Helpdesk email: [eprofilehelpdesk@education.gsi.gov.uk](mailto:eprofilehelpdesk@education.gsi.gov.uk)

### **Updated guidance material**

We have updated the user manual for the eProfile programme in line with the new programme version. It is important that you read the correct version of the manual alongside the programme.

The website now includes an FAQ section which can be accessed via the 'Support' tab. New FAQs will be added during the coming months, to reflect user requests and questions.

[Sarah McGahern](#), Early Years Consultant and Moderation Manager

## Anti-bullying Role

I am pleased to let you know that the Vulnerable Learners' Service (VLS) will now take a key role in supporting schools to develop their work to support anti-bullying. Following on from the work done by Sue Walker in recent years, Maggie Dickinson will lead on this role alongside her SEAL responsibilities. In the short term, Maggie's role will include the development of a strategy for developing anti-bullying work across all North Somerset schools and the development of tools to support schools where anti-bullying work is a key focus as part of a traded offer. Maggie would be glad to hear from any schools interested in supporting the development of this work at this strategic level. Contact [maggie.dickinson@n-somerset.gov.uk](mailto:maggie.dickinson@n-somerset.gov.uk).

**Gabrielle Stacey, Professional Lead for Educational Psychology, Practice Development Lead, VLS**

## Changes required to all Fixed Term and Permanent Exclusion Letters

We have received information from the Department for Education about changes to the Department's funded parental helpline on exclusion matters. From 30 September this service will be provided by The Children's Legal Centre. They aim to provide free legal advice and information to parents on education matters. They can be contacted on 0845 345 4345 or on <http://www.childrenslegalcentre.com/>. The advice line is open from 9.00am to 6.30pm Monday to Friday.

This parental helpline used to be run by the Advisory Centre for Education (ACE), as mentioned in the model exclusion letters that are part of the exclusion guidance. The Department is updating its [online guidance](#), but it is aware that some schools might still have a hard copy of the guidance and might still be using the old template letter referring to ACE, so schools need to be aware of this change.

**Geoff Flynn, Assistant Locality Leader – Learning Support (Central)**

## Consistent Financial Reporting Data for 2010-11: Upload and Publication

I am pleased to inform you that CFR data for 2010-11 has now been uploaded on to the Schools Financial Benchmarking Website. This information can be viewed through the school's log in on <https://sfb.teachernet.gov.uk/Login.aspx>.

If you would like any guidance or training on Financial Benchmarking please contact the Schools Finance Support Team on 01275 888314.

**Pippa Cooke, Schools Support Finance Officer**

## Revised Fixed Term Contract Policy

We have recently made some changes to the Fixed Term Contract Policy. These changes have been made in the interests of clarity and increased user friendliness and relate largely to form rather than content.

The one substantive change to the Fixed Term Contract Policy is new guidance relating to the importance of ensuring that employees are not selected for redundancy purely because they are on a fixed term contract as this could constitute 'less favourable treatment' under the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

Please see the revised Fixed Term Contract Policy and accompanying flowchart on the [September 2011](#) web page. The Policy can also be found on our website along with the full range of our other policies.

### **Policy Adoption**

We would like to take this opportunity to recommend to schools the adoption of our model policies. We would recommend that schools adopted our model policies as they have been put together by practitioners with school-related HR experience and have been consulted on with the recognised Trade Unions.

### **Policy changes following adoption**

From time to time (due to changes in the law or regulations or as a result of feedback, for example) we are obliged to make relatively minor changes to our policies after they have been adopted by schools. What we would suggest therefore is that the Governing Body agrees (and it is minuted) that once a model Local Authority policy is adopted, any subsequent amendments made to it are automatically adopted by the Governing Body. This will mean the school will not need to go through any formal re-adoption procedure when changes are made to any of our model policies.

If you have any questions, please contact me on 01275 884742 or at [piers.hartridge@n-somerset.gov.uk](mailto:piers.hartridge@n-somerset.gov.uk).

**Piers Hartridge, Schools Human Resources**

### **North Somerset School Sports Partnership (SSP): 'Competition Inspiring Everyone'**

With the Olympics now less than a year away we have a unique opportunity to raise the profile of PE and school sport. We have been very busy planning an exciting competition calendar that we hope will provide access for all pupils to participate in competitive intra (in school) and inter (with and against other school) competition. Each secondary school has received funding to release a member of PE staff from timetable for a day a week to support local primary schools (as well as their own school) in increasing competition and embedding the very best aspects of the SSP's work over the past ten years. Our 'challenge' is to work together to create a sustainable infrastructure of competition that will hopefully ensure that these opportunities continue to be offered for years to come. Keep looking at the website news feeds and events calendar to see what is going on in North Somerset. Cluster seven-a-side football and primary cross country events have been organised across the SSP for term 1 and we hope to see your pupils at one of these events in the coming weeks!

## School Games

The Government has also provided funding for a new Olympic style School Games to be hosted in our County Sports Partnership (CSP) WESPORT. The School Games aims to 'engage all young people' in 'achieving their personal best' and be 'inclusive, connected and exciting.' A Local Organising Committee (LOC) including primary and secondary Head Teachers, School Games Organisers (SGOs), County Sports Partnership Officers, sporting National Governing Body (NGB) representatives, amongst others, have already met to begin the challenging, but exciting planning process, that will lead to a fabulous showcase event in 2012 (and every year until 2015). More information will be shared shortly about how your pupils can get involved at a local and regional level. In the meantime, please visit the School Games Website to find out more information and to register your school. Through registering your school details you will receive the official schools' information pack at the end of October and have access to an extensive bank of downloadable resources to assist your competition delivery at levels 1, 2 and 3.

## North Somerset SSP Dance Festival 2012

After the enormous success of the 2011 dance festivals at the Weston Playhouse, we are pleased to be able to share the dates of next year's events. We have booked the Playhouse on Tuesday 6, 13 and 20 March, with a fourth date to be confirmed if there is sufficient demand. Please express your interest via the SSP website booking calendar. Full details will be sent to schools within the next two weeks. Schools will be challenged to create two dances, one free dance and one themed. This year's theme is the 'Olympic Values': respect, friendship, excellence, courage, determination, inspiration and equality. We would encourage schools to consider a cultural element when choreographing their dance.

[Shane German](#), North Somerset SSP Manager

## Healthy Schools Update

As many of you know, the Healthy Schools Programme is no longer nationally funded and we are getting enquiries from schools who are aware that their Healthy Schools Status has expired and are wondering what they should do now.

The government continues to support Healthy Schools in principle and have placed 'The Healthy Schools Toolkit' on the DfE website. Locally, we are in the process of developing a new model, simplifying the 'Healthy Schools toolkit', that will support schools to maintain a focus on health and wellbeing.

In developing this model, we are keeping in mind the need to minimise bureaucracy and ensure flexibility so that it meets the needs of individual schools. If you are interested in seeing our proposals and contributing to the development of the new model, please contact me [Shaun.cheesman@nsomerset-pct.nhs.uk](mailto:Shaun.cheesman@nsomerset-pct.nhs.uk).

We will be inviting schools to become involved in Term 3, with a view to planning, when it's most convenient, in terms 4, 5 or 6. The 'doing' part of the programme would happen from September 2012 to July 2013.

We look forward to working with you in the future and please don't hesitate to contact me if you have any enquiries.

**Shaun Cheesman, Healthy Schools Co-ordinator**

### Castle Batch Primary School Gains Outstanding Quality Award for Social and Emotional Aspects of Learning (SEAL)

Congratulations to Castle Batch Primary School in gaining the Outstanding Quality Award for SEAL. This high achievement reflects the school's commitment to the success and welfare of all its pupils and staff and to the wider community. It has a strong ethos of inclusion which supports SEAL outcomes and a body of staff whose work with children and families reflects well established values and beliefs to support SEAL principles.

The Quality Mark was awarded through a process of SEAL self review, evidenced through observations, discussion groups and portfolio evidence. Thanks to the Head teacher and all of the staff and pupils at Castle Batch School for making it such a positive and rewarding experience.

Schools wishing to consider working towards this SEAL Quality Award should contact me [maggie.dickinson@n-somerset.gov.uk](mailto:maggie.dickinson@n-somerset.gov.uk).

**Maggie Dickinson, Senior Leader SEAL**

### Information Communication Sheets

Full copies of these documents and any attachments for the month of September can be accessed on our website at [September 2011](#). Copies of Information Communication Sheets from previous months can be downloaded from the website at <http://www.n-somerset.gov.uk/Education/Staff/communicationwithschools>.

		<b>Target audience</b>
<b>1112/0010</b>	Time to Apply for School Places for 2012-13	Heads of Infant, First, Junior and Primary Schools

### North Somerset Admission Authorities' Meeting 3 October 2011 – 9:00am Priory School

This is a reminder for own admission authority schools and academies about the annual meeting at Priory School on 3 October 2011 at 9:00am. This will be to discuss admission arrangements and schemes and confirming timetables for producing proposed arrangements for consultation. We can also discuss the draft Admissions Code and the latest position, In-Year co-ordination, appeal processes and any other issues that have arisen over the last 12 months.

Schools considering academy status are also welcome to attend. Please contact me on 01934 634716 or [terri.knowlton@n-somerset.gov.uk](mailto:terri.knowlton@n-somerset.gov.uk) if you would like to come along.

**Terri Knowlton, School Admissions and Transport Manager**

### Breakthrough Mentoring

Breakthrough is an activity based mentoring project that supports children and young people (aged 5-18) with a range of self-esteem and behavioural issues. The project aims to reduce social exclusion, build confidence and self esteem and reinforce positive behaviours in vulnerable children and young people.

Placement activities are based around each young person and their individual interests. The project works on the principle of building positive influences and structures into young people's lives and helping them to stay in education. Individual placements are planned to promote positive attitudes and relationships with both peers and adults.

Support can come in or out of curriculum time for a minimum of 25 weeks and placements can be in the context of one to one, small group or whole group support. Wherever possible we try to support the young person into structures they can continue to access independently after our support is no longer in place.

There is a cost per placement but due to funding that has been secured we are able to offer subsidised placements.

If you think this is a project that would benefit a young person you work with either in or out of school hours contact me for a referral form on 01275 882 733 or [email](#). For further information visit the [website](#).

**[Rebecca McCormack](#), Sport and Active Lifestyles Manager**

### Children's Scrapstore Play Training for Lunchtime Staff

Please see the leaflet on the [September 2011](#) web page for details of this training opportunity.

**[Stana Balogova](#), Training Administrator**

### Safeguarding in Education Basic Awareness (Targeted) Training

**Date:** Tuesday 11 October

**Venue:** Nailsea School

**Time:** 9.30am – 12.30pm

**Date:** Monday 14 November

**Venue:** The For All Healthy Living Centre

**Time:** 13.30pm – 16.30pm

This course is being provided for school staff who are new to post or who missed 'whole school' Basic Awareness training in their own school. Staff are only required to attend one session. This training is funded by SSF and is free for all school staff. To book a place, please use [CPD Online](#).

**Event Description:** This is a targeted course for all new school staff who have not received Basic Awareness training in school. This is an interactive session and participants will receive some formal input, take part in small group activities and contribute to whole group work.

**Event Outcomes:** By the end of the session you should be able to:

- Demonstrate an understanding of what constitutes child abuse
- Demonstrate an awareness of some signs that might indicate abuse
- Demonstrate an awareness of what to do if you think a child is being abused
- Be aware of your role and responsibilities
- Be aware of the role and responsibilities of the Designated teacher
- Understand the necessity for information sharing
- Know where to find further guidance

If you have any questions regarding the training please contact me.

**[Sarah Mellor](#), Safeguarding in Education Officer**

**North Somerset Headteacher Conference 2012**  
**31 April, 1 May at Cadbury House Hotel**

### **Can you help?**

Next year we are drawing on the world of sport for leadership inspiration. We are currently putting together the programme and would be interested to know if anyone has contacts with high profile members of the sporting community who would be available to contribute to our event. Also, we are hoping to hear from current or former North Somerset students who would be able to showcase their talents or talk about their learning journey in their own sport. If you can help please contact the Conference Chairman, Peter Treasure-Smith at [stnicholaschantry.pri@n-somerset.gov.uk](mailto:stnicholaschantry.pri@n-somerset.gov.uk).