

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

Vacancy Bulletins

The [Schools Vacancies Bulletin](#) for this week will be available on the website from
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Update from the Learning Exchange



Headteachers' and Chairs of Governors' Briefing

Date: 24 November 2011
Time: 2pm – 4pm (registration and refreshments at 1.30pm)
Venue: Clevedon Hall, Victoria Road, Clevedon, BS21 7RQ

Ofsted have published the draft new inspection framework, which is due to come into force from January 2012. Daniel Towl (HMI) will be delivering a briefing on the new Ofsted framework in North Somerset. There will also be updates from colleagues on what the new framework means for governing bodies and their involvement in school self evaluation – [agenda](#).

Please book your place on [CPD Online](#). For further information contact sue.ivermee@n-somerset.gov.uk, Principal Adviser.

The Future Landscape of School Leadership and Organisation

Following the key note speech from Barry Bainbridge at the Big Meeting, please find at this link [Future Schools](#) his presentation. We have also uploaded the article by David Hargeaves entitled 'Creating a Self Improving School System' which Barry referred to. It was mentioned at the end of the meeting that SSF has funded **The Future Schools Service** which consists of a wide range of Local Authority colleagues who can support schools through the opportunities and changes that Barry covered in his presentation.

The role of the service is to facilitate further discussion around the possibilities of different school organisational models including: Collaboration, Federation, Chains of Schools and School Companies. Future Schools has already supported two governance Collaborations with five schools involved, has created our first federation and is supporting our second. We are currently working with three clusters to consider partnership opportunities.

Our current work was preceded by the New Horizons projects last year and our learning from that links up with the National College work on models of leadership and also capitalises on activities in other Local Authorities, regionally and across the country. There is already a wide range of materials in the [Future Schools](#) resources area of CPD online which includes content and links to National College, other authorities and New Horizons.

The Future Schools service is now available to support schools either individually, in groups or in whole clusters or even more widely. We can make presentations to explore the ideas and materials available, facilitate discussions and broker specialist services from the Council and the National College. We are also able to access colleagues from schools both within and beyond the Local Authority and on occasion to arrange visits to partnerships of schools in the region. We can provide support for different audiences, headteachers, staff and governors together or separately as appropriate.

If you would like to talk through how we can help you, please contact:

kevin.katner@n-somerset.gov.uk telephone 01934 427612

or katie.young@n-somerset.gov.uk telephone 01275 884471

Assessment Moderation Twilights

In order to meet demand and accommodate participants from the north and south of the local authority, we have added additional dates for these twilight sessions as follows:

North

21 November 2011; 18 January 2012; 14 June 2012

South

2 February 2012; 28 May 2012

These sessions all run from 4pm - 5pm and full details can be found on the [CPD website](#). If further information is required, please contact penny.boardman@n-somerset.gov.uk.

English/Literacy Teaching Guidelines

The key documents below were referred to at the recent Primary Headteachers' meeting. It has become very clear from OfSTED that raising standards in English will be the responsibility of all schools and school leaders. Lesson observations from January will need to capture this element **within each subject** that is being taught, not just in an English lesson. This applies to secondary as much as primary. Please become familiar with these documents so they can be used to inform your thinking. For further information, please contact penny.boardman@n-somerset.gov.uk.

- [Rose Review](#): an Independent Review of Teaching & Early Reading (DfES 2006)
- [Reading by Age 6](#), Ofsted 2010
- [Excellence in English](#), Ofsted
- [Removing Barriers to Literacy](#), Ofsted

Literacy Support publications available

We have a number of copies of the following two National Strategies literacy publications which are surplus to requirements, but which you may find useful in your school:

- Early Literacy Support
- Year 3 Literacy Support

If you would like a copy of either of these publications, please contact jane.norris@n-somerset.gov.uk. They will be distributed on a first-come, first-served basis.

Consultations:

- Revised Premises Regulations which is now open until 26 January
- Call for Evidence for the Independent Review of Early Education and Childcare Qualifications which is now open until 23 December

- Proposed amendment to School Governance open until 18 November
- Removing the statutory duty to deliver work related learning in KS4 open until 4 January 2012
- 16-19 Funding Formula open until 4 January 2012
- 16-19 Study Programmes open until 4 January 2012

Please click the [link](#) for more information.

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

Clevedon School Rated 'Outstanding' in Ofsted Inspection

Clevedon School is celebrating after being judged 'Outstanding' overall by Ofsted following an inspection on the 19 and 20 October 2011.

The report says: "Clevedon is an outstanding school which provides excellent opportunities for students to thrive and develop highly effective skills and aptitudes. The belief that all can, and will, succeed is central to the clear ambition from the highly effective senior leadership team which is understood and acted on by all staff."

The school was placed in 'serious weaknesses' in 2003, and since then there have been significant changes made at the school relating to every aspect of school life. This has been a challenging journey for the school, but this recognition is fully deserved for all the staff, students and parents of Clevedon School.

Well done to everyone at the school – I am a very proud Headteacher!!

[John Wells](#), Headteacher, Clevedon School

Fair Funding Consultation 4 November to 15 December

Consultation on the proposals for the locally determined changes to schools funding arrangements for 2012-13 is now live and you have until the 15 December to respond. This consultation is aimed at teachers, governors, school staff, North Somerset Council staff and any other stakeholders including parents and carers.

The purpose of the [consultation](#) is to provide you with the information so that comments and feedback can be obtained from stakeholders to enable the Strategic Schools Forum to take informed decisions about implementation.

[Emma Whitehead](#), Commissioning and Contracts and Funding Manager

Services to Schools & Academies Brochure 2012-13

The Services to Schools & Academies brochure is now available online as an electronic document. You can download the brochure [here](#). The brochure replaces the Traded Services for Schools & Services to Academies brochure and combines all the available services into one

document. This includes services that offer an annual contract and also services that can offer bespoke or one-off services.

The deadline to return commitment to purchase forms is **20 January 2012**. This is to give our service managers enough time to finalise arrangements in time for April. A penalty charge of £200 has been agreed by SSF for schools failing to return their commitments by this time.

A detailed excel sheet to help you calculate the cost of services to your school will be available shortly from our web page [here](#).

[Laurence Marsh](#), Schools Liaison Officer

HLTA Preparation for Assessment: Spring 2012

TAs who are considering applying to be assessed for HLTA status can find an update on training and funding on CPD Online in the HLTA Resources area. Headteachers will also find information on the [site](#) to support school decisions about this process. Please refer any questions that arise to:

Jane Nichols, Administrator, HLTA Community South West
Devon Learning and Development Partnership,
Great Moor House, Bittern Road, Sowton, Exeter, EX2 7NL
Telephone: 01392 386467 Fax: 01392 382181
e-mail: jane.nichols@devon.gov.uk

[Kevin Katner](#), Future Schools Adviser

ICT Curriculum Technical Support – Service Review

The world is changing; ICT is a pivotal part of our futures. Meeting the needs of the digital landscape set before us will be crucial to prepare for the journey ahead. The menu of choice is growing, so there has never been a more important time to have a service partner, which can provide a high quality flexible service that meets the needs and challenges which schools are facing.

The service you currently receive is being reviewed. This is to ensure two key values, firstly that a high quality service is being delivered and secondly that your feedback is being applied to identify improvements for the future that benefit schools.

From April 2012, we will be offering more services than ever and different options for service provision; these will be detailed in the Services to Schools & Academies Brochure for 2012/2013, which will be available in November. Some of the new services will be support for Apples and Remote support.

The Review

Over the coming months I will be contacting the schools we currently provide services to in order to ensure we:

- Talk through how the new services will benefit the schools
- Gain feedback on the service
- Ask for ideas for improvement
- Audit all equipment within the school
- Asset tag all supported equipment
- Discuss how changes could be implemented

Key Changes

The most important change to take place is that all incidents, service requests and changes will be logged via a central service desk. This will be key and will ensure the service you receive is provided in an effective and efficient manner. Each request will have a reference number, so you will be able to track the progress of a call. In order to log calls, all of the equipment supported will need to be uniquely identified, so the equipment will all be suitably labelled. This system will allow schools to log calls far quicker and easier.

New Customers

If you would like to discuss the new service that we will be offering and the options for service delivery, then feel free to contact me for further information.

Contact Details

I have worked within the ICT Industry delivering ICT services for North Somerset for over 20 years, so have a wealth of knowledge and experience that I bring to this newly created role. If you would like to discuss anything, or would like some further information about the service, please do not hesitate to contact me. Jane.horner@n-somerset.gov.uk, telephone 01934 427519.

[Jane Horner](#), ICT Schools and Field Engineering Manager

Schools HR and Payroll Contact Details

The Schools Transactional HR and Payroll teams are now all located in the HRSC based out of the Castlewood Office in Clevedon. You can contact the teams through the helpdesk 01275 884072 (select option 1 for Schools or option 2 for Payroll). Alternatively you can email HRSCenquiries@n-somerset.gov.uk.

ISA Barred List Checks

Please ensure requests for ISA Barred List checks are submitted to HRSCenquiries@n-somerset.gov.uk and contain the following information:

Name

Date of birth DD/MM/YYYY

Previous name(s)

Gender (if unclear from the name)

We do not require any other information to complete the check, as we use your email as confirmation that you have verified the identity of the person. It is important that you ensure that the date of birth is supplied in the DD/MM/YYYY format separated by slashes as this is

the specific format required for the check. You should receive a response to your request within two working days.

If you have any queries regarding the ISA Barred List Checking Process please email Hannah Breakey at HRSCenquiries@n-somerset.gov.uk.

[Leanne Bridges](#), HR Operations Lead

School Playground Equipment Safety

Recently there have been several accidents to children playing on playground equipment in schools. In order to ensure schools are doing all they can to minimize the risk to pupils; you should check that you have the following points in place.

Inspections

Annual inspections need to be completed by a member of RPII (Register of Play Inspectors International). They will check that your equipment complies with the relevant British Standard and also check for any structural problems and condition.

Such inspections are offered by insurance companies, play equipment manufacturers and safety organisations e.g. ROSPA. A list of RPII Inspectors can be accessed via the RPII website www.playinspectors.com. Alternatively an inspection can be provided via the North Somerset Council insurers. Please contact [Karl Edney](#), Insurance Manager on 01934 634627 for further details.

Regular inspections should be carried out alongside the annual safety check to look for signs of wear and tear and other damage. You should carry out the following:

- **Routine - daily/weekly checks** where you do a brief once over of equipment for obvious signs of wear, damage or vandalism and for any dangerous objects in the area.
- **Operational - monthly/termly checks** which involve more detailed checks, including whether equipment and any guards are in good working order and condition and that components such as hooks, chains and uprights are not worn or loose. These checks should be recorded by your school. The Rangers Service can provide this service, including a report at a small cost. Please contact Chris Field, Park Ranger on 01934 622589 for further details.

Supervision

The playground should be supervised at all times when children are in it. Supervision should be appropriate to the age of children.

Where necessary you should ensure that older and younger children are not on the equipment at the same time due to differences in size and strength. You also need to limit numbers on pieces of equipment e.g. scramble nets, slides and monkey bars.

You should also look out for and prevent inappropriate behaviour, such as pupils pulling each other's legs on the monkey bars, pupils coming down the slide before others are out of the way after coming down and standing on equipment where it is not designed for this purpose.

Risk Assessments

You need to carry out a risk assessment of your play equipment and keep a record of your findings. This includes the precautions you have in place or need to put in place to eliminate or reduce the risks e.g. inspection regime, supervision requirements, restrictions on use, etc.

Further advice on how to carry out a risk assessment can be found in the schools health and safety manual. If you would like any further advice and support regarding this issue, please contact me on 01275 884675 or nicola.watkins@n-somerset.gov.uk

[Nicola Watkins](#), Senior Health and Safety Advisor

New Accident and Incident Reporting Form

The Schools Health and Safety Team are launching a new version of the accident and incident report form, which can be found under section 12 of the Schools Health and Safety Manual. This can be accessed via the secure area of the North Somerset Council website along with the updated guidance.

This single form can now be used for reporting both accidents and violent, aggressive and threatening behaviour which were previously on separate forms. Please use this new form from now onwards.

Please note the 'Accident and Incident Investigation Form' is unchanged and can now be found as a separate document within section 12. The 'Incident of Physical Intervention Using Force Form' is also unchanged.

If you have any queries on the new form or reporting procedure, please contact the Schools Health and Safety Team on 01275 884755.

[Kate Sparrow](#), Health and Safety Apprentice

North Somerset School Sports Partnership: Get Set Registered and Networked Schools

As well as creating opportunities for children and young people to get involved in the excitement of the London 2012 Olympic and Paralympic Games, members of the Get Set Network gain access to exclusive rewards and opportunities <http://getset.london2012.com/en/join-us/why-join-the-get-set-network>

Registering is easy, just visit the [Get Set website](#) and sign up, completing all required fields.

However, to get the full benefit of the Get Set Network, you would be advised to become a networked school. Full details can be found on the [Get Set website](#), but this process has now become even easier. Complete the networking application online, or by completing a simple FREEPOST tick box application form (available through your secondary teacher release), you can get:

- a printed activity pack featuring resources, activity sheets and posters for your classroom

- a get set plaque, certificate and sticker for your school sign, celebrating the part your school is playing in the London 2012 Olympics
- the chance to win mascot and athlete visits in regular prize draws
- an allocation of **free** tickets to the London 2012 Games (for children aged 10 years plus)

The deadline for Get Set Networking applications is 16 December.

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

Domestic Abuse Notifications

We are pleased to be able to inform you that **Susan Eacott** started work with the Referral and Assessment Team on 10 October. Susan's post is funded by SSF until 31 July 2012 and SSF will decide whether the post is to be retained after this time.

Susan's specific role is to inform you of domestic abuse incidents relating to children on your school roll. She is working 18.5 hours a week and is working each day, but you may receive some notifications the day after the incidents have occurred. Susan can provide information to named people within a school and can deal with queries relating to the recording of incidents. However, she is not able to advise on practice or any safeguarding issues – you should follow the usual routes to discuss any of these issues.

[Sara Griffiths](#), Locality Leader (Weston South/East)

Domestic Abuse Directory

Domestic Abuse is experienced by one in four women at some stage in their lives and, where there are children in the household, they are in the same or the next room during 90% of incidents. In 2010-11 over 700 referrals to North Somerset's Children's Social Care involved domestic abuse. The Royal College of Psychiatrists states that witnessing domestic abuse may cause children to suffer from anxiety, depression, stomach pains and may lead to a lower sense of self worth, truancy, drug and alcohol use and self-harm.

Schools are often at the forefront of providing support to children living with domestic abuse and may provide a place of escape to children where it has not been reported. After a pause in communications schools are now once again receiving reports of police call-outs to domestic abuse incidents.

To help schools support children, the multi-agency Domestic Abuse Strategy Group is offering:

- **A Domestic Abuse Drop In** which is being held on Monday 28 November 9:00am - 4:30pm at Nailsea Youth House, 65 High Street, Nailsea, BS48 1AW. Staff from agencies which support families living with abuse will be available to talk to professionals throughout the day. Agencies represented include: the Gemini Refuge, North Somerset Against Domestic Abuse and The Women's Project counselling service.
- [A directory of services](#) available in the North Somerset area and guidance on how to respond. Hard copies are also available from louise.branch@n-somerset.gov.uk

- [A guide for schools on supporting children living with domestic abuse](#). This is currently being updated.
- **Courses on domestic abuse** aimed at schools which are being planned for terms 5 and 6 - dates to be announced. They will be bookable on CPD online.

For further information on the above or any issues around domestic abuse, contact me at louise.branch@n-somerset.gov.uk or on 01934 426343.

[Louise Branch](#), Domestic Abuse Co-ordinator

National Confederation of Parent Teacher Associations (NCPTA) becomes PTA-UK

I am pleased to announce that on the 20 October 2011, the National Confederation of Parent Teacher Associations (NCPTA) became [PTA-UK](#). PTA-UK currently supports over 13,700 parent teacher associations throughout England, Wales and Northern Ireland. Through our team of regional advisers, working in conjunction with local authorities, we will continue to promote the services and resources we offer to PTAs which includes:

- £10 million public liability cover for PTA run events wherever they are held;
- legal guidance on event licensing, health and safety issues and child protection;
- good governance including guidance on when and how to register as a charity;
- how to involve parents in the life of the school and their children's education through the PTA;
- step-by-step guidance on how to set up a PTA including case studies from schools in areas of disadvantage and diverse ethnicity.

Our new name also marks the launch of a significant extension to the support and services we provide to PTAs, giving PTA-UK members' access to an exciting range of digital services including an online file storage system and a PTA to parent email function. These will enable PTA volunteers to work more effectively and increase the support they can offer to schools. We've increased our support for stakeholders too with dedicated information on our [website](#) for heads, governors and professionals working in the education sector.

If you would like to find out more about the work of PTA-UK and how we can help schools, PTAs and parents in your local authority, please contact your [PTA-UK adviser](#) for a no obligation discussion. We are already working with a number of authorities to set-up PTAs where none exist and ensuring that established PTAs reach their full potential whilst understanding and adhering to legislative requirements that may affect their operation.

David Butler, OBE, Chief Executive, PTA-UK

Health and Safety Training in Schools

Please note that the following health and safety courses specifically aimed at schools are now available on [CPD Online](#).

EVG Training (full day)

29/11/11 - Town Hall

08/03/11 - Castlewood

For Educational Visit Co-ordinators with the responsibility for managing and verifying off-site activities.

New - Managing H&S in Schools (2.5 hours)

8/11/11 - Castlewood

20/3/11 - Town Hall

Advice and guidance on H&S responsibilities within schools and implementation of the H&S Manual.

New - Fire Safety Co-ordinator for Schools (3 hours)

17/11/11 - Nailsea School

28/02/12 - Bournville Primary School

Training for the nominated fire safety co-ordinator at each school who is responsible for managing and co-ordinating fire safety on site.

Manual Handling for Pupils with Special Needs (3 hours)

22/11/11 - Castlewood

For staff involved in moving and handling of pupils with special needs.

Further information and booking details are available on [CPD Online](#). Please note that additional health and safety courses available to all Council staff are also accessible to schools via CPD Online, e.g. **Manual Handling, Risk Assessment and COSHH**.

If you would like to discuss any of the above courses, please contact [Nicola Watkins](#), Senior H&S Advisor, telephone 01275 884675.

[Nicola Watkins](#), Senior Health and Safety Advisor

Free Session - Are Your Children & Staff Safe in this Digital Age?

Introduced by Graham Turner, Chief Executive Officer of North Somerset Council

Date: Monday 28 November

Time: 8:30 – 12:30

Venue: Winter Gardens, Weston-super-Mare

Audience: Headteachers/Chair of Governors (2 places per school)

Cost: Free of charge

Objectives

Information and communications have become increasingly difficult to manage in this digital age. Parents, pupils, teachers and regulators expect personal information to be managed securely; the government's transparency agenda encourages parents and the public to be 'armchair auditors,' to use Freedom of Information to hold schools to account.

Issues schools are facing

- Staff want to use their own camera phones.
- What policies, procedures and training ensure pupil and staff information is sufficiently protected? Could you avoid a £500,000 fine?
- A parent asks who made the unfair complaint about their child, and what was alleged. How much can you tell them?
- Why can't I share my password with a supply teacher?
- Are you required to publish the expenses claimed by teachers, how much you spend on supply teachers, or every amount spent over £500?
- My pupils are only eight and are 'friend requesting' me on Facebook.

This half day session introduced by Graham Turner, Chief Executive of North Somerset Council, will provide practical workshops which will support whole school e-safety self review, strategic action planning and how to make use of resources available to you for e-safety, information security and Freedom of Information.

It will provide:

- A toolkit to review current practice
- An opportunity to reflect on your school's priorities
- Clear examples and resources
- The opportunity to book a **free** follow up onsite support visit to develop an action plan

Outcomes

The session will enable you to:

- Understand your responsibility for e safety, information security and Freedom of Information in your school
- Begin the planning process by self-assessing to identify strengths and areas to develop
- Be aware of local and national resources available
- Have a clear understanding of current and emerging issues around e-safety, information security and Freedom of Information
- Prepare for follow up on-site support visit to develop an action plan

Please note - this session covers a whole school approach to e-safety and is not a duplicate of the session which was held on 27 September at Clevedon School which covered information for staff about protecting their professional identity.

To book a place log onto [CPD Online](#) or click direct link [Are Your Children & Staff Safe in this Digital Age?](#)

[Angie Mason](#), Senior Business Support Administrator (ICT)

Courses Available for School Staff

The Vulnerable Learners' Service - Advisory Teachers are running the following courses:

Autism Spectrum Disorders - An Introduction

Date: Thursday 17 November 2011
Time: 09.00 - 15.45
Venue: Castlewood Room G.08
Target audience: Newly Qualified Teachers/SENCO/Support Staff/Teachers/
Teaching Assistants

This one day workshop is for SENCOs, Teachers, NQTs and Teaching Assistants. The course includes an overview of autism spectrum disorders with an emphasis on exploring inclusive classroom and school strategies, e.g. structured teaching (TEACCH), visual supports and developing social understanding. To reserve a place, please book using [CPD Online](#)

Improving learning and behaviour in your lessons through increasing social and emotional competencies (primary)

Venue: Castlewood
Session 1: Thursday 24 November 2011 Time: 14:00 - 16:00
Session 2: Thursday 9 February 2012 Time: 14:00 - 16:00
Target audience: Newly Qualified Teachers/Teachers

This is a course of 2 x 2 hour sessions for new and established primary practitioners who wish to develop an understanding and a practical approach to improving behaviour and raising attainment through the explicit delivery of social and emotional skills across the whole curriculum. The course will provide an opportunity to explore and discuss a model of integrated learning. To reserve a place, please book using [CPD Online](#).

Improving learning and promoting on task behaviour in your lessons (secondary)

Venue: Castlewood
Session 1: Thursday 1 December 2011 Time: 14:00 - 16:00
Session 2: Thursday 23 February 2012 Time: 14:00 - 16:00
Session 3: Thursday 26 April 2012 Time: 14:00 - 16:00
Target audience: Newly Qualified Teachers / Teachers

This is a course of 3 X 2 hour afternoon sessions for new and recently qualified teachers and established practitioners interested in this area of development. The course will cover:

- strategies and classroom practice to keep students engaged in the learning process
- developing students' social emotional and behavioural competencies to support learning
- targeted interventions to manage more challenging individuals and groups

To reserve a place, please book using [CPD Online](#).

[Josie Finnegan](#), Administrative Assistant, Vulnerable Learners' Service