

School Reorganisation in Harrow

Key Action and Diary Dates

Issue 1 Autumn term 2009

Workstream	Primary School Sector including Special Schools		Secondary School Sector including Special Schools	
	Local Authority Action	School Action	Local Authority Action	School Action
Admissions Lead Officer: Madeleine Hitchens madeleine.hitchens@harrow.gov.uk Tel: 0208 424 1398 ext 2398	Distribute Primary and Secondary Admissions Booklets and application forms to Year 6 and Year 7 parents	Send to parents		High School Open Evenings
Capital Works and Site Development Lead officer: Allen Gibbons allen.gibbons@harrow.gov.uk Tel:0208 424 1520 ext 2520	Rolling programme of School Strategic Masterplans for primary sector schools commences	Consider school future building needs as part of a whole site school masterplan	Temporary Accommodation commissioned. Applications for planning permission	Engagement with school staff, governors and parents as required. Consider information for September 2010 prospective parents and open evenings
Communications Lead Officer: Chris Melly chris.melly@harrow.gov.uk Tel: 0208 420 9270 ext 5270	Half termly information for parents, staff and governors via schools	Distribution via school's communication channels	Half termly information for parents, staff and governors via schools	Distribution via school's communication channels
Curriculum, Teaching and Learning Lead Officer: Adrian Parker adrian.parker@harrow.gov.uk Tel: 0208 736 6503 ext 6503	Revision of curriculum priorities focus of SIP discussion		Revision of curriculum priorities focus of SIP discussion	
Finance Lead Officer: Emma Stabler emma.stabler@harrow.gov.uk Tel: 0208 424 1978 ext 2978	Review of special schools formula by Schools Forum. Review of premises element by Schools Forum	Schools to review their actual staffing establishment at September 2009 and compare with their budget planning estimates	Review of special schools formula by Schools Forum. Review of premises element by Schools Forum	Schools to review their actual staffing establishment at September 2009 and compare with their budget planning estimates
School Leadership, Governance and Management Lead Officer: Adrian Parker adrian.parker@harrow.gov.uk Tel: 0208 736 6503 ext 6503	Governor training programme issued. Guidance on Harrow Website and LGfL for process to change school name including consultation, governing body decision and instrument of government. Governors Training on 13 October 2009	Attendance as required. Governing body to consider school name and timelines for the change process	Governor training programme issued. Guidance on Harrow Website and LGfL for process to change school name including consultation, governing body decision and instrument of government. Governors Training on 13 October 2009	Attendance as required. Governing body to consider school name and timelines for the change process
Special Educational Needs Lead Officer: Roger Rickman roger.rickman@harrow.gov.uk Tel: 0208 966 6334	Reviews for Year 2, 3, 6 and 7 pupils			
Workforce Lead Officer: Paul R Turner paulr.turner@harrow.gov.uk Tel: 0208 424 1515 ext 2515	Support schools as required	Staffing restructuring review of position	Support schools as required	Staffing restructuring review of position

Key dates

● Headteacher Seminars **13th October and 18th November**

● Stakeholder Reference Group meeting **23rd September and 18th November**