

School Reorganisation Implementation

Key Milestones	Autumn Term 2009		Spring Term 2010		Summer Term 2010		Autumn Term 2010	
	1st Half term	2nd Half term	1st Half term	2nd Half term	1st Half term	2nd Half term	1st Half term	2nd Half term
Key Dates								
Implementation of School Reorganisation								01-Sep-10
Headteachers and Directors Meeting	24-Sept-09	05-Nov-09	14-Jan-10	18-Mar-10	20-May-10	01-Jul-10		
Headteacher Seminars	13-Oct-09	18-Nov-09	19-Jan-10	11-Mar-10	11-May-10	22-Jun-10		
Chairs and Clerks		11-Nov-09		24-Feb-10		09-Jun-10		
Stakeholder Reference Group meetings	23-Sep-09	18-Nov-09	tbc	tbc	tbc	tbc	tbc	tbc
High School Induction Day for Year 7						07-Jul-10		
High School Induction Day for Year 8						30-Jun-10		
Communications (Chris Melly - Lead Officer)								
Stakeholder Reference Group - Up-Date Notes	Oct-09	Nov-09	Jan-10	Mar-10	May-10	Jun-10	Sept-10	Nov-10
FAQs	Sep-09		Jan-10		Apr-10		Sept-10	
Newsletters (contributions for school newsletters)	Oct-09	Dec-09	Feb-10	Mar-10	May-10	Jun-10	Sept-10	Nov-10
Harrow People	Sept-09							
Young People Forums HYC and SAGs		Oct-09		Feb-10		Jun-10		
Admissions (Madeleine Hitchens - Lead Officer)								
Publication of Primary and Secondary Admissions Booklets, posters booklet etc to schools	04-Sep-09							
Year 6 parents apply for places in Year 7 (secondary schools) closing date	23-Oct-09							
Places allocated for Year 7 (secondary schools)				01-Mar-10				
Pupils start in Year 7 (secondary schools)							Sept-10	
Year 7 parents apply for places in Year 8 (secondary schools) closing date	23-Oct-09							
Places allocated for Year 8 (secondary schools)				01-Mar-10				
Pupils start in Year 8 (secondary schools)							Sept-10	
Letter to Year 2 and 3 parents advising process for transfer to junior school			Jan-10					
Year 2 parents apply for places in Year 3 (junior schools) closing date				26-Mar-10				
Places allocated for Year 3 (junior schools)						Jun-10		
Pupils start in Year 3 (junior schools)							Sept-10	
Year 3 parents apply for places in Year 4 (junior schools) closing date				26-Mar-10				
Places allocated for Year 4 (junior schools)						Jun-10		
Pupils start in Year 4 (junior schools)							Sept-10	
Rising 5's Parents apply for places for Sept 2010 closing date			26-Feb-10					
Rising 5's places allocated						26-Apr-10		
Rising 5's start school in reception Sept 2010							Sept-10	
SEN (Roger Rickman - Lead Officer)								
Note to headteachers regarding the review process and timescale for all pupils transferring (Gold Bulletin)		02-Nov-09						
Statement proposals sent to schools for consultation		16-Nov-09						
Closing date for consultation responses from schools		04-Dec-09						
Notice to parents of proposals			18-Jan-10					
Final statements issued			15-Feb-10					
Capital (Allen Gibbons - Lead Officer)								
Circulation of Asset Management Plan data to primary schools	Oct-09							
Commence School Strategic Masterplans (primary sector)	Sep-09							
Finalise and commission temporary accommodation			Jan-10					
Temporary Accommodation in place on all high schools					May-10			
Finance (Emma Stabler - Lead Officer)								
Review of Special School Formula reported to Schools Forum		17-Nov-09						
Review of Premises Funding reported to Schools Forum	20-Oct-09							
Indicative 2010/11 budgets updated for PLASC (Sept 2009)		18-Dec-09						
Obtain Secretary of State approval to not apply Minimum Funding Guarantee			Jan-10					
Final 2010/11 budgets and allocation of year 1 transitional protection			26-Feb-10					
Calculate revised 2010/11 based on PLASC (Sept 2010). Provide trigger funding in line with agreed principles								Nov-10
Final 2011/12 budgets and allocation of year 2 transitional protection								Nov-11
Workforce (Paul Turner - Lead Officer)								
Continue consultation with Stakeholders via workforce group and DJC	Group Meeting and continue as needed							
Further development of support mechanisms for schools managing significant workforce change	On-going							
Staff Briefing across geographical areas of the Borough	20-Oct-09							
HR 1-1 Surgery Visits with Heads	As required							
Workforce FAQs	Oct-09							
Monitoring of position with Achievement & Inclusion and Schools Finance Team	On-going							
Curriculum Teaching and Learning (Adrian Parker - Lead Officer)								
Whole School Curriculum Planning	On-going							
Key Stage 3 Curriculum revision - Middle Schools	On-going							
Key Stage 3 Curriculum revision - High Schools	On-going							
Key Stage 3 preparation	On-going							
Staff training programme	On-going							
School Leadership, Governance and Management (Adrian Parker - Lead Officer)								
Up-dates on progress of proposed changes	On-going							
Support on governance changes	as required							
Support on workforce remodelling	On-going							
Consider school name and consult about any proposed change	Oct-09							
Change instrument of governance to confirm name change			Jan-10					
Decide school signage and any changes to uniform, stationery etc			Feb-09					