

School Reorganisation in Harrow

Key Action and Diary Dates		Issue 2 Spring term 2010		
Workstream	Primary School Sector including Special Schools		Secondary School Sector including Special Schools	
	Local Authority Action	School Action	Local Authority Action	School Action
	Infant to Junior transfer (Year 2 & Year 3)		11+ and 12+ applications	
Admissions Lead Officer: Madeleine Hitchens madeleine.hitchens@harrow.gov.uk Tel: 0208 424 1398 ext 2398	5th February – set up transfer groups 26th February – send applications to schools 26th March – closing date for applications	4th February – data transfer from schools 1st March – application forms to be sent home	1st March – offers posted to parents 2nd March – online applicants can log on to access offer Provide support and guidance to parents unsuccessful in their choice of school	Provide support and guidance to parents unsuccessful in their choice of school
Capital Works and Site Development Lead officer: Allen Gibbons allen.gibbons@harrow.gov.uk Tel: 0208 424 1520 ext 2520	Strategic Development Planning process rolled out Identify priorities based on place planning and school kitchen priorities	Ensure relevant information and plans are up-to-date and available for discussions with architects	Modular accommodation and associated works completed on school sites by the end of April 2010	Schools commission fit-out of modular units Review fire strategy
Communications Lead Officer: Chris Melly chris.melly@harrow.gov.uk Tel: 0208 420 9270 ext 5270	Half termly update notes sent to schools for governors and staff	School to distribute relevant information to parents and pupils via school's communication channels	Half termly update notes sent to schools for governors and staff	School to distribute relevant information to parents and pupils via school's communication channels
Curriculum, Teaching and Learning Lead Officer: Adrian Parker adrian.parker@harrow.gov.uk Tel: 0208 736 6503 ext 6503	Support and advice to schools as appropriate Monitoring of progress through School Improvement Partner visits	Whole-school Curriculum map agreed Staffing implications planned Pupil transition arrangements agreed	Support and advice to schools as appropriate Monitoring of progress through School Improvement Partner visits	Whole-school Curriculum map agreed Staffing implications planned Timetable considerations agreed Pupil transition arrangements agreed
Finance Lead Officer: Emma Stabler emma.stabler@harrow.gov.uk Tel: 0208 424 1978 ext 2978	Issue final 2010/11 budgets to schools – 26th February Budget Planning Workshops planned for 9th, 12th, 16th, 17th, and 18th March	Finance officer to attend one of the Budget Planning Workshops Draft Budget Planning Form following the workshop	Issue final 2010/11 School Budgets – 26th February Budget Planning Workshop planned for 8th March	Finance officer to attend the Budget Planning Workshop Draft Budget Planning Form following the workshop
School Leadership, Governance and Management Lead Officer: Adrian Parker adrian.parker@harrow.gov.uk Tel: 0208 736 6503 ext 6503	Update to Chairs of Governing Bodies to include suggested agenda items	Governing Body decisions: <ul style="list-style-type: none"> school name agreed staffing structure agreed re-structuring processes agreed uniform arrangements confirmed 	Update to Chairs of Governing Bodies to include suggested agenda items	Governing Body decisions: <ul style="list-style-type: none"> school name agreed staffing structure agreed re-structuring processes agreed uniform arrangements confirmed lunchtime arrangements considered
Special Educational Needs Lead Officer: Roger Rickman roger.rickman@harrow.gov.uk Tel: 0208 966 6334	Consultation with potential receiving schools to meet the 15th February 2010 deadline for issuing amended final statements Arrangements are being made to accommodate the effect of changing the age of transfer between first and middle schools on the specialist provision for children with specific language impairment	Schools to respond to consultation requests for children with special needs statements transferring between phases Schools to adjust staffing in accordance with requirements of children with special needs statements	Consultation with potential receiving schools to meet the 15th February 2010 deadline for issuing amended final statements	Schools to respond to consultation requests for children with special needs statements transferring between phases Schools to adjust staffing in accordance with requirements of children with special needs statements
Workforce Lead Officer: Paul R Turner paul.r.turner@harrow.gov.uk Tel: 0208 424 1515 ext 2515	Provide support to any schools that may be facing specific challenges	Consult the Human Resources & Development Team about any staffing issues arising from implementation planning	Provide support to any schools that may be facing specific challenges	Consult the Human Resources & Development Team about any staffing issues arising from implementation planning

Key dates

● Headteacher Seminars **19th January 2010 and 11th March 2010**

● Stakeholder Reference Group meeting **3rd February 2010 and 24th March 2010**