

Workstream	Primary School Sector including Special Schools		Secondary School Sector including Special Schools	
	Local Authority Action	School Action	Local Authority Action	School Action
<p>Admissions Lead Officer: Madeleine Hitchens madeleine.hitchens@harrow.gov.uk Tel: 0208 424 1398 ext 2398</p>	<ul style="list-style-type: none"> 23 April - offer letters for Reception intake w/c 14 June - offer letters for Year 2 to 3, and Year 3 to 4 transfers July - reception class admission appeal hearings 		<p>May-June 11+ and 12+ admission appeal hearings</p>	
<p>Capital Works and Site Development Lead officer: Allen Gibbons allen.gibbons@harrow.gov.uk Tel:0208 424 1520 ext 2520</p>	<p>Strategic Development Planning process rolled out</p>	<p>Ensure relevant information and plans are up-to-date and available for discussions with architects</p>	<p>Modular accommodation and associated works completed on school sites by the end of June 2010</p>	<p>Schools commission fit-out of modular units</p>
<p>Communications Lead Officer: Chris Melly chris.melly@harrow.gov.uk Tel: 0208 420 9270 ext 5270</p>	<p>Termly Key Action and Diary Dates summary sent to schools for governors and staff</p>	<p>School to distribute relevant information to parents and pupils via school's communication channels</p>	<p>Termly Key Action and Diary Dates summary sent to schools for governors and staff</p>	<p>School to distribute relevant information to parents and pupils via school's communication channels</p>
<p>Curriculum, Teaching and Learning Lead Officer: Adrian Parker adrian.parker@harrow.gov.uk Tel: 0208 736 6503 ext 6503</p>	<p>Advice and support from School Improvement Partner</p>	<ul style="list-style-type: none"> Ensure good transition from First to Middle, and from Middle to High, is planned and implemented Ensure appropriate provision for new year group, if appropriate, is planned 	<p>Advice and support from School Improvement Partner</p>	<ul style="list-style-type: none"> Ensure good transition from Middle schools is planned and implemented Ensure appropriate provision for new year group is planned
<p>Finance Lead Officer: Emma Stabler emma.stabler@harrow.gov.uk Tel: 0208 424 1978 ext 2978</p>	<ul style="list-style-type: none"> June 2010 - School Financial Support Team to visit all schools to undertake finance health check Support schools with a budget deficit to develop a robust recovery plan 	<ul style="list-style-type: none"> By 30 April 2010 - contact School Financial Support Team if expecting to require a licensed deficit for 2010/11 By 24 May 2010 - submit completed Budget Planning Form 	<ul style="list-style-type: none"> June 2010 - School Financial Support Team to visit all schools to undertake finance health check Support schools with a budget deficit to develop a robust recovery plan 	<ul style="list-style-type: none"> By 30 April 2010 - contact School Financial Support Team if expecting to require a licensed deficit for 2010/11 By 24 May 2010 - submit completed Budget Planning Form
<p>School Leadership, Governance and Management Lead Officer: Adrian Parker adrian.parker@harrow.gov.uk Tel: 0208 736 6503 ext 6503</p>	<p>Advice and support from School Improvement Partner</p>	<ul style="list-style-type: none"> Any revised staffing structure agreed Amended roles and responsibilities implemented Any draft Instrument of Government resulting from school name changes to be sent to Governor Services 	<p>Advice and support from School Improvement Partner</p>	<ul style="list-style-type: none"> Any revised staffing structure agreed Amended roles and responsibilities implemented Any draft Instrument of Government resulting from school name changes to be sent to Governor Services
<p>Special Educational Needs Lead Officer: Roger Rickman roger.rickman@harrow.gov.uk Tel: 0208 966 6334</p>	<ul style="list-style-type: none"> Consultation with potential receiving schools has concluded and amended final special needs statements were issued by 15 February Place planning and associated funding changes for the special school affected by changing the age of transfer have been agreed 	<ul style="list-style-type: none"> Schools to finalise planning for the admission of new pupils with special needs statements Schools to adjust staffing in accordance with requirements of children with special needs statements 	<ul style="list-style-type: none"> Consultation with potential receiving schools has concluded and amended final special needs statements were issued by 15 February Place planning and associated funding changes for the special school affected by changing the age of transfer have been agreed 	<ul style="list-style-type: none"> Schools to finalise planning for the admission of new pupils with special needs statements Schools to adjust staffing in accordance with requirements of children with special needs statements.
<p>Workforce Lead Officer: Paul R Turner paul.r.turner@harrow.gov.uk Tel: 0208 424 1515 ext 2515</p>	<p>Provide support to any schools that may be facing specific challenges</p>	<p>Consult the Human Resources & Development Team about any staffing issues arising from implementation planning</p>	<p>Provide support to any schools that may be facing specific challenges</p>	<p>Consult the Human Resources & Development Team about any staffing issues arising from implementation planning</p>

Key dates

● **Headteacher Seminars** 11 May 2010 and 22 June 2010

● **Stakeholder Reference Group meetings** 30 June 2010