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# **GUIDANCE TO SCHOOLS DIRECTORY OF INFORMATION OCTOBER 2007**

**SERVICES TO CHILDREN AND FAMILIES  
AND  
SCHOOLS AND LEARNING**

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## PART 1: SERVICES TO CHILDREN AND FAMILIES

From the 29<sup>th</sup> October 2007, the Children's Services Directorate has introduced a common referral process for all children who need specialized 'casework' services from the directorate. These include services formerly provided by the 'Access and Inclusion' section of the Education Service, and the Social Services Department for Children prior to the creation of a common Children's Services Directorate.

A common referral form has been created for all children who may need additional help at school or in their home setting, with a related 'Services Directory' explaining what services are available and how to access them.

For further information on how to refer a child to any of the services listed below, please use the following link:

➤ [Children's Services Case Management Services](#)

The link above will take you to relevant information for referrals to the following Case Management Services:

- ✓ Adoption Support Team
- ✓ Area Special Education Needs Co-ordinators (Area SENCO's)
- ✓ Children with Disabilities (CWD)
- ✓ County Psychological Service (CPS)
- ✓ Education Welfare Service (EWS)
- ✓ Emotional & Behavioural Difficulties Team (E&BDST)
- ✓ Home and Hospital Tuition Service (HHTS)
- ✓ Looked After Children Education Services (LACES)
- ✓ Parent Support Advisors (PSA)
- ✓ Pupil Referral Unit (PRU)
- ✓ Social Care
- ✓ Specialist Advisory Teaching Service (SATS)
- ✓ Special Educational Needs (SEN)

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## PART 2: SCHOOLS AND LEARNING

### INTRODUCTION

**John Swainston, Head of Service**

Children's Services Schools and Learning Unit combines the work of the School Improvement Team (SIT), Cumbria Adult Education Service (CAES), the Specialist Advisory Teaching Service, the 14-19 phase development in Cumbria, and the School Places Team.

The service brings together the work of officers whose common agenda with schools is the raising of standards and school improvement.

A major commitment of the service is to help schools in particular and Children's Services more generally to meet the priorities and targets agreed in Every Child Matters in the five key areas of:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Well-being

All schools are equally involved, with Children's Services, in setting targets for improvement and all share a common interest in the dissemination of good practice. However, another very important part of the responsibilities of the service is to work closely with those schools who, for one reason or another, are experiencing difficulties. In other words, the duty of Children's Services is to intervene in inverse proportion to the success of schools.

In addition the service offers advice and training to individual schools, teachers and governors through the CPD programme, the Local In-service Network and the Governor Development Programme. We also offer tailor-made consultancy services and school-commissioned, school based professional development programmes. We are not, nor do we seek to be, monopoly providers of advice and support to Cumbrian schools. We work in partnership with other organisations and providers - examples being headteacher conferences organised jointly with CASH and PHA; and management development programmes organised with St Martin's College and the National College for School Leadership centre at Ambleside.

In the 14-19 phase, John chairs the Cumbria 14-19 Strategic Partnership, comprising all partners involved in this phase. It reports to the Children's Trust Board.

Currently negotiations are taking place to deliver some services locally and to reconfigure others. This page will therefore need further development in the next few months.

**John Swainston can be contacted through his PA, Debbie Johns on (01228) 60 1253**

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## SCHOOL IMPROVEMENT TEAM (SIT)

### **Manager: Peter McGaw Tel: 01228 60 6807**

The school improvement team is made up of school improvement officers, National Strategy consultants, advisory teachers, development officers, governor development officers, home tutors, PRU staff and administrative staff. It also draws on Consultant Leaders, ASTs and Leading Teachers in school as well as wider partnerships such as with St Martin's College and NCSL.

The team's main role is work with teachers and leaders in school on school improvement issues to raise standards and achievement of all children.

### **POLICY**

The service's work in school improvement will be:

- Based on sound professional knowledge and expertise;
- Informed by current best practice, local and national initiatives and statutory requirements;
- Consistent in terms of advice and high expectations;
- Positive and developmental in approach;
- Efficient in the use of available resources;
- Agreed and specified in advance with the school, when appropriate;
- Reported clearly; and
- Subject to regular review and evaluation in order to improve quality.

### **GUARANTEE**

We aim to provide first-class services in line with our policy. We aim to respond within 24 hours to all queries. We ask you for openness in telling us of your concerns about the service we undertake with you, and ask you to help in the evaluation of our work through occasional surveys. We offer a commitment to put right to your satisfaction anything, which has not worked well for you.

If you were not satisfied with any aspect of our work, it would help if you raised the issue with us immediately. Please be specific, so that the matter can be attended to. Any complaints or issues, which cannot be resolved directly with the member of the service responsible, should be addressed to Peter McGaw, Principal School Improvement Officer, who will always deal with them.

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## SCHOOL IMPROVEMENT OFFICERS

The role of school improvement officers is:

*To support the curriculum and school management priorities and targets of the Children's Service by:*

- Acting as a first point of contact for a group of schools;
- Maintaining regular contact with schools to support school self-evaluation aimed at raising attainment, school improvement and the development of good practice;
- Ensuring schools are well informed about local and national expectations and developments through meetings and updates;
- Supporting schools in difficulties;
- Monitoring, analyzing and acting on performance information for schools against data from similar authorities and national data;
- Supporting the implementation of local and national initiatives and strategies;
- Providing advice and support to schools pre-inspection and through attendance at governor feedback sessions after the inspection;
- Advising on the appointment of new headteachers through references and interviews;
- Monitoring NQTs;
- Supporting newly-appointed and acting headteachers;

*To offer and provide a range of advice and training services which can be bought by schools*

- In-service training courses through the LA CPD programme and the Local INSET Network;
- School-based curriculum and management training;
- Advice and support for local projects;
- Guidance and advice for newly qualified teachers;
- Briefings and preparation for Ofsted inspection;
- Specialist advice on subjects, standards and aspects of the curriculum;

*To work for and with national agencies by:*

- Contributing to curriculum development with QCA and the Learning and Skills Council;
- Monitoring national standards and examinations with QCA;
- Moderating statutory assessments;
- Promoting and administering national projects and initiatives - for example, Primary and Secondary National Strategies, Excellence Clusters (Barrow, West Cumbria), Sport and Creativity initiatives; and
- Providing leadership and management training for the National College for School Leadership and national strategy leadership programmes.

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## FIRST POINTS OF CONTACT

### Principal school improvement officer:

Peter McGaw 01228 60 6807

### Senior school improvement officers:

Nick Capron Primary 01539 77 3498

Richard Cox West Area 01946 85 2721

John Lewis Barrow and Furness Area 01539 77 3465

David Mason Secondary 01228 60 6798

Kathryn Pink South Lakes and Eden Area 01539 77 3468

Wendy Smith Carlisle and District Area 01228 60 6872

Alan Waters Local Initiatives and Collaboratives 01539 77 3472

### School improvement officers (Roles)

Helen Armstrong Primary Education 01946 89 2670

Joan Armstrong Inclusive Education -  
Special Educational Needs & Behaviour  
PRUs 01228 60 6804

Karen Atkinson Primary Education  
Small Schools 01228 60 6803

Marie Barnes Primary Education  
Home Education  
SNS - B&A 01539 77 3475

Sandy Cameron Primary Education  
Newly Qualified Teachers  
Governor Support Team 01228 60 6802

Nick Capron Primary Education  
Primary Strategy Manager  
Primary ASTs  
ISP 01539 77 3498

Richard Cox Religious Education  
SACRE 01946 85 2721

Lis Fenwick Primary Education 01539 77 3485

Avril Greenhow Parker Music Curriculum  
Arts Education  
Creative Partnership 01228 60 6808

Mervyn Hull Primary Education  
Leadership and Management 01539 77 3477

**FIRST POINTS OF CONTACT (CONTINUED)**

Sam Kidd	Primary Education Early Years Foundation Stage	01946 85 2970
John Lewis	Design and Technology Alternative Curricular Provision	01539 77 3465
David Mason	Art and Design Secondary Strategy Manager Secondary ASTs	01228 60 6798
Trish McDonnell	Primary Education Assessment at KS1 and 2	01228 60 6796
Philip Newsholme	Physical Education Outdoor Education	01539 77 3496
John Nixon	ICT Primary ICT, Secondary ICT Strand	01946 85 2956
Kathryn Pink	History	01539 77 3468
Catherine Reynolds	Modern Foreign Languages International Links Gifted and Talented Education	01228 60 6801
Wendy Smith	Primary Education Home and Hospital Tuition Service	01228 60 6872
Joan Stark	English National Literacy Strategy PNS and SNS English Strand	01539 77 3506
Mike Telford	Primary Education National Healthy Schools Standard PHSE, Citizenship	01946 85 2704
Anne Thomas	Mathematics PNS and SNS Mathematics Strand	01539 77 3483
Stephanie Ward	Science PNS and SNS Science Strand	01228 60 6806
Alan Waters	Cumbria CPD Programme Geography Environmental, Global Education	01539 77 3472
Martyn Worrall	Inclusive Education-vulnerable children Achievement of Children Looked After Multicultural and anti-racist Education	01539 77 3505

Each school has its own Link School Improvement Officer and current contacts are listed in the "School Link Officers" section of the County Council's internet site:

[www.cumbria.gov.uk/education/schools/school-zone/](http://www.cumbria.gov.uk/education/schools/school-zone/)

Email contacts are: first name.second [name@cumbriacc.gov.uk](mailto:name@cumbriacc.gov.uk)

## **SCHOOL POLICY OFFICER**

Harry Slater

01228 60 6861

## **CO-ORDINATORS AND DEVELOPMENT OFFICERS**

### ***School Workforce Adviser (Cumbria)***

The role of the School Workforce Adviser (SWA) is to manage whole school workforce development and training, related to the workforce agreement

Hilary Peatfield

01539 77 3450

### ***School Workforce Development Officer (SWDO)***

Support is available to guide schools with the workforce agreement agenda.

Sue Hatt

07929 164806

### ***Gifted and Talented Provision***

The role of the Gifted and Talented Development Officer is to support schools in developing policies and practice in provision for the most able pupils.

Joanne Steele

01229 89 4442

### ***Healthy Schools***

The role of the Healthy Schools Coordinators is to support schools in working towards attaining Healthy Schools Status.

Jan Clarke

01900 324226

Jen Jackson

01228 603626

Lindsey Ormesher / Ann Morris (2 x p/t)

01539 721304

Sue Milner

01228 603626

### ***Drugs Education***

The role of the Drugs Education Coordinator is to support schools in developing policies and practice related to the provision of drugs education.

Anna Dutson

01768 242077

### ***Advanced Skills Teachers and Leading Teachers***

The Primary and Secondary Strategies draw upon teams of Advanced Skills Teachers and Leading Teachers to support development in teaching and learning. Please contact David Mason to access such support in secondary and Nick Capron for primary.

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## PRIMARY STRATEGY CONSULTANTS

**Manager: Nick Capron, Tel: 01539 77 3498**

Teams of consultants support the development of primary education. Their main role is to provide in-school support and training for schools and primary teachers. Much of their time is devoted to working with schools through ISP and other LA initiatives. However, within time constraints, they are able to offer support to all schools.

Consultants are all successful and experienced primary teachers who have developed an expertise and interest in one or more curricular area - for example, literacy, mathematics or ICT. The management of the team is the responsibility of the Senior School Improvement Officer (Primary), Nick Capron. He works closely with other colleagues who have responsibility in specific curriculum areas, in particular Joan Stark for literacy, Anne Thomas for mathematics.

Requests for consultant support are best done through the PNS administrative assistants - Emma Hill 01539 773478, or Claire Laidlow / Sue Routledge, 01228 60 6866.

Sue Cove	Senior Consultant Literacy / Early Years	01539 77 3466
Nicola Hawkins	English	01228 60 1190
Sarah Threlkeld-Brown	English	01228 60 1190
Julia Dixon	Literacy / ISP	01539 77 3466
Hilary Spencer	Literacy / ICT	01539 77 3504
Carol Whiteley	Literacy	01539 77 3466
Amanda Holliday	Mathematics (Maths Recovery)	01539 77 3463
Sue Holohan	Mathematics	01539 77 3499
Myra Kirkpatrick	Mathematics	01946 85 2724
Moira Rose	Mathematics	01539 77 3499
Annette Savage	Mathematics	01946 85 2724
Ann Fitzsimmons	MFL	01946 85 2724
Eleanor Pailing	MFL	01946 85 2724
Ruth Taylor	MFL	01539 77 3504
Peter Hicks	Intensifying Support Programme	01539 77 3504
Emma Sharp	Intensifying Support Programme	01946 85 2724
Neville Bradshaw	ICT/'Hands on support' programme	01228 60 1174
Chris Jones	ICT/'Hands on support' programme	01228 60 6871

## SECONDARY STRATEGY CONSULTANTS

**Manager: David Mason Tel: 01228 60 6798**

The Secondary National Strategy consultants work closely with schools receiving additional support within the strategy. They also provide core training for all secondary, special schools and PRUs, as well as optional training for those schools wishing to take advantage of it.

Consultants work alongside Advanced Skills Teachers and Leading Teachers in specific schools. They also run subject specific network groups across the county.

For further information, please contact the Strategy Manager or the relevant strand manager.

### **Mathematics**

Strand Manager	Anne Thomas	01539 77 3483
Consultant	Ruth Harrison	01539 77 3470
Consultant	Alison Scott	01539 77 3470

### **English**

Strand Manager	Joan Stark	01539 77 3506
Consultant	Rachel Laverack	01946 85 2724

### **Science**

Strand Manager	Stephanie Ward	01228 60 6806
Consultant	Sunetra Berry	07825 340594
Consultant	Kate Bunt	01228 60 1173
Consultant	Joanne Daulby	01228 60 1173

### **ICT**

Strand Manager	John Nixon	01946 85 2956
Consultant	David Bloor	01539 77 3473
Consultant	Mandy Thomson	01539 77 3473

### **Additional Support for Secondary ICT**

Consultant	June Williams	01229 89 4442
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### **Behaviour and Attendance Strand**

Strand Manager	Marie Barnes	01539 77 3475
Consultant	Jean Moore	01539 77 3473
Consultant	Ken Thomas	01539 77 3473

### **Whole School Improvement / Initiatives**

Strand Manager	Richard Cox	01946 85 2721
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The Secondary National Strategy team in Cumbria will, as in previous years, provide additional support through the five key strands, for identified schools. This supported is targeted on those schools with the greatest need. Such support will be agreed with individual schools and will be recorded in the School Improvement Agreement.

It is recognized however, that the development issues facing schools are both varied and complex and can sometimes be addressed best through a blended approach to the provision of CPD.

The Secondary National Strategy team is happy to work with individual schools or groups of schools to help them address particular development needs either through bespoke and highly flexible programmes of support or through contributions to a wider programmed initiated by the school. Such programmes can be constructed around any combination of the six whole-school initiatives or for any other area the school has identified as a key improvement priority.

If you would like to explore the provision of such a bespoke programme for your school, please discuss with your School Improvement Partner and/or Link School improvement Officer. Alternatively, you can contact

Dave Mason, Children's Services, 5 Portland Square, Carlisle CA1 1PU, Tel: 01228 60 6798, email: [david.mason@cumbriacc.gov.uk](mailto:david.mason@cumbriacc.gov.uk)

### CPD PROGRAMME

**Manager: Alan Waters Tel: 01539 77 3472**

SIT provides a comprehensive range of development and training activities for schools in Cumbria through its CCPD programme. The elements, which make up the programme, are offered in response to identified needs.

SIOs, consultants and development officers provide many of the courses within the programme, but use is also made of headteacher and staff expertise in schools as well as other partner providers.

### LOCAL INSET NETWORK (LIN)

**Manager: Hilary Peatfield Tel: 01539 77 3450**

The Local INSET Network provides a range of half-day, after-school and occasional, full day courses across Cumbria, mostly for primary education. It also facilitates support groups for curriculum leaders, administrators and the wider school workforce. This is a planned response to more immediate and localized needs identified by schools through consultation with the LIN development officers.

Our LIN development officers manage the programme in three areas of the county:

West	Natalie Burns Tel: 01946 62811
North-East	Julia Lund Tel: 01228 534582
South	Debbie Battersby Tel: 01229 587328

The Local INSET Network is a self-financing organization funded solely through schools' subscriptions.

A full programme of courses within each area is sent to all primary schools at the start of each term.

For general information and updates contact Pam Clark at the Carlisle office, telephone 01228 60 6817.

## SIT CONTRACTS, CONSULTANCIES AND CHARGES

**Manager: Peter McGaw Tel: 01228 60 6807**

### Contracts

Schools can buy in support from SIT by contacting their link school improvement officer (LSIO) or the appropriate specialist SIO and making arrangements directly. If you wish to discuss arrangements for networking with partner schools or extended contracts over a school year, please contact Peter McGaw.

SIT policy is firstly to maintain good working relationships between schools and their link SIO and secondly to meet the needs of schools with specialist expertise from within the team. Wherever possible and in the light of other commitments SIT will respond to requests for a named SIO.

### The Service Brief

A specification for the work is discussed with you, usually over the phone, to agree the purposes, activities, time involved, costs and reporting arrangements. Written confirmation is sent to you as a Service Brief. A copy is held by SIT and you are charged the agreed amount on completion of the work. David Richards handles invoicing and in the event of any queries can be contacted on 01228 60 6816.

### Evaluation

SIT is committed in all its work to meeting your expectations. In order to maintain and further improve high quality services we ask you to let us know about any concerns you may have, so that we can resolve them promptly. An evaluation form is sent with each Service Brief and we ask that you return this to us after the work has been completed.

### SIT consultancy charges 2007

SIT policy is to work in blocks of time which are effective and efficient both for the school and for SIT and in a way which does not prejudice schools in terms of geographical location. The most common working times are the two-hour block or the half or full day.

	<i>Cumbria LA</i>	<i>Other</i>
<b>Day Rate</b>		
Morning and afternoon (7 hours) e.g. 9.00 am – 4.00 pm	450	550
Additional time beyond the day rate is charged by negotiation at an appropriate hourly rate	90	110
<b>SIT day rate for consultancy</b>		
The day rate for consultancy in schools has been set to help promote our support for in-school working. It assumes a way of working with individuals and small groups. Provision for larger events would be at a higher cost by negotiation.		
<b>SIT costs for two or more schools working together</b>		
We can provide training for two or more schools working together for single sessions and on longer-term projects. Arrangements can be discussed and agreed to suit specific requirements. Please contact Peter McGaw.		

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**Manager: Sandy Cameron Tel: 01228 60 6921**

The core purpose of the Governor Support Team (GST) is to provide information, advice, support and training to schools' governing bodies to help them fulfil their statutory responsibilities for strategic governance.

Additionally, the GST supports other local authority teams and officers, advising on matters of governance. This is particularly evident in the close relationship between GDOs and the School Improvement Officers (SIOs) in supporting headteachers; and in fulfilling local authority aims to consult with its schools through representative forums.

In recognising the differences in capabilities between governing bodies, GST attempts to balance the need for core training in the generalities of governance, and for more tailored support direct to individual schools. Therefore, there are five key components in the service that we offer.

- **Differentiated Support** – provided to schools on the basis of the level of support required, as identified in each school's Annual Review of School Performance (ARSP). Only those schools requiring the most support can access this service free of charge.
- **Training Programme** – offered to any school that wishes to attend at venues around the county for which a subscription is normally paid. (No charge is made for training provided for the nominated governor for Safeguarding (Child Protection) or for new governors attending the 'Introduction to Governance' day conference.)
- **Tailored Support and Consultancy** – open to an individual school or cluster of schools that wishes to take advantage of the expertise of the Governor Development Officers (GDOs) on a wide range of governance matters. Charges for this service apply.
- **Administration** – a service accessed by telephone or email to our administrative team.
- **Information** – a service accessed by telephone, email and through our main publication, the *Governors' Briefing* (five issues per academic year). There is no charge for this service.

The next few paragraphs set out what each of these services comprises

### **Differentiated Support**

The most significant development in the service we now provide is the increase in the amount of time that GDOs spend working directly with individual governing bodies. Priority is given to those governing bodies that need the greatest levels of support to ensure that they meet statutory requirements relating to governance and so that the school will achieve at least a satisfactory outcome in its Ofsted inspections.

Differentiated support takes priority over all other commitments. This means that requests for additional development activities from schools, whose governance is secure, can only be met where the GDOs have the capacity to do so.

### **Training Programme**

The Governor Development Officers will largely deliver the training programme for the coming year, although we are using expertise from officers of other teams from the local authority. The programme focuses on ensuring support for those that carry out the lead roles of the governing body: the chair, the clerk and the link governor. There will be sessions for new clerks and for those with more experience. There will also be sessions targeted at those governors who have a particular responsibility for finance, curriculum and staffing matters.

We all recognise the importance of support and development for new governors and they will be well catered for. We offer support in a number of ways with an *Introduction to Governance* day conference, and a choice of two two-hour lunchtime or evening sessions covering the main roles.

An Introduction to Governance - This day conference will give an overview of governors' work, responsibilities, roles and how to develop in their work. We strongly recommend that all new governors attend and that you will encourage them to do so. There is no charge for new governors to attend.

Safeguarding (previously Child Protection) – This is offered without charge only to those governors who take on the responsibility as nominated governor. It is provided by officers from Education Welfare (EW). If a school wishes to send additional governors, a charge is made. Education Welfare recommends that nominated governors attend every three years.

More experienced governing bodies will want to take advantage of the sessions aimed at developing further their effective governance and leadership. New sessions will be autumn and spring workshops, which will provide updates on changes and developments in the field of governance as well as the opportunity to offer dedicated time on sharing good practice. This year (07 – 08) the *Promoting Good Governance Conference* will be open to any governor who wishes to attend.

### **Tailored Support And Consultancy**

The training programme is enhanced by tailored support (often known as 'in-school sessions' because we come to your school to deliver!) These are aimed at individual governing bodies and will be delivered by a GDO who has negotiated with you, the input you require. The most common sessions offered are:

- ❑ Reviewing governing body operations such as committee working or the conduct of meetings
- ❑ Workshops on how to develop a strategic vision
- ❑ Tackling the school's self-evaluation form (SEF) or the school improvement plan (SIP).

Whatever your needs, we will try to meet them. Get in touch with and we will endeavour to arrange a tailored session for your school.

### **Governing Body Self Review (GBSR)**

We also offer a self-review consultancy, which will allow governing bodies to identify strengths and areas for development. The GBSR provides the basis for a governing body development plan, which can be further supported through the training programme or additional tailored support.

### **Support for School Clusters**

Schools are increasingly looking to work together and if you collaborate with others to define your collective needs, we'll provide the support to match at a reduced rate.

### **Administration**

On top of running the booking service for the training programme, our administrative team provides the following:

- ❑ A service for the issuing of amended Instruments of Government
- ❑ Self-Declaration and List 99 check with the Criminal Records Bureau (governor appointments are subject to completion of a self-declaration and a satisfactory List 99 check)
- ❑ Maintenance of a register of the members of all schools' governing bodies. Whilst schools cannot access this database, it enables us to target better, our training and advice service.
- ❑ Liaison with the Local Area Committees that appoint local authority governors.

- A Policy Audit Tool, to help governing bodies check that they meet all requirements for policies plans and procedures.

### Information

The team will respond to enquiries for information and advice by both telephone and email. Each member of the administrative team has specific responsibilities and we will aim to put you in touch with the right person to answer your question as soon as they are available. Callers need to make clear whether they are ringing for information as an individual, or for advice on behalf of the governing body. We do not offer a helpline to anonymous callers, since we cannot give appropriate advice without at least knowing the name of the school concerned.

The DCSF funds an independent helpline for any governor who wishes to ask for information or discuss concerns confidentially. The Governor line number is 08000 722 181.

We also know that governors appreciate written information and advice. We aim to produce publications that will meet the needs of governing bodies for information and which can be reproduced and circulated in the most cost effective way. Consequently, we will provide written communications according to three key principles:

- Governors are members of a school's governing body and it is that body's responsibility to ensure that its members are kept appropriately informed.
- The clerk and link governor have distinct roles in ensuring the dissemination of information to other members of the governing body.
- The local authority will work to support the most efficient model of communication between the school and its governing body, using the school as the main (though not the only) means of distribution.
- The Governor Support Team abides by national and county expectation that we make best use of electronic communication, and keep printing and circulation costs to a minimum (yours and ours!)

Most of our communications are sent electronically via the school 'portal,' a secure website for every school in the county. We now offer an additional service of two dedicated email addresses, usually 'clerk@schoolname,' and 'chair@schoolname.' This means that key letters and publications can be sent to your chair and clerk without having to access your school's Internet system. At present, only the GST team can send emails to these addresses, but this policy is under review.

We will also use the termly schools' postbags where these are available; and to a lesser extent, ordinary mailings to schools or direct to chairs of governors home addresses for certain critical matters.

Finally, the *Governors' Briefing*, aims to be published sufficiently frequently so that it can provide timely information; checklists of items for your agenda; briefings on new developments and changes in the field of governance and Children's Services; and notices about additions or amendments to the training programme. The *Governors' Briefing* is sent electronically to the school for the headteacher and to the dedicated, non-school email address for the chair and the clerk. Three paper copies are posted to each school for distribution as the governing body sees fit.

### Service Level Agreement Subscription Costs

The basic subscription gives schools unlimited access to the core training programme and wider support from 1 April 2007 to 31 March 2008. This summer's programme has already been published; the new programme for the whole of the next academic year is now included in this mailing, although only the first two terms are included in the subscription for 2007-8.

Schools with fewer than 100 pupils on roll (Number as shown on PLASC (form 7) return on January 2007)	£250
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Schools with 100 pupils or more on roll and governing bodies with 14 governors or less (including vacancies) £285

Governing bodies with 15 governors or more (including vacancies) (Number of governors shown on Instrument of Government as at 1 April 2007) £340

### **Pay As You Go Costs**

If schools choose not to pay the subscription, governors are still welcome to attend any individual session of the training programme. The charge to the school will be £65 per attendance at each two-hour session, £75 for an attendance at a half-day conference and £120 per attendance at each day conference (excluding new governors attending 'Introduction to Governance' day conference).

### **Tailored Sessions And Consultancy Costs**

If the governing body subscribes to the service level agreement, detailed above, the additional charge for a Tailored Session (usually two hours) is only £75 per hour.

If the governing body chooses not to subscribe to the service level agreement, the charge for a separate in-school session is £100 per hour.

### **Governor Development Officers**

Debbie Gallagher (South West)	01229 89 4551
Sue Glendinning (Carlisle and district)	01228 60 6573
Sue Leigh (West)	01946 86 2623
Margaret Wiltshire (Eden/South Lakes)	01900 82 9114

### **Governor Support Team**

Mary Hillery	01228 60 6922
Anne Kirkpatrick	01228 60 6925
Jacqueline Pelham	01228 60 6925
Jan Phillips	01228 60 6921

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## SIT ADMINISTRATIVE STAFF

### CARLISLE AREA OFFICE

#### SIT Administration Manager

Helen Graham 01228 60 6811 General enquiries

#### Senior Administrative Officer

David Richards 01228 60 6816 Finance Services, consultancies

#### Secretaries

Joanne Cullen (Senior Secretary) 01228 60 6809 Peter McGaw  
Clare Furlong 01228 60 6810 Sandy Cameron, Wendy Smith, Avril  
Greenhow Parker  
Rachael Potter/Denise Clark 01228 60 6815 Joan Armstrong, Karen Atkinson,  
Trish McDonnell  
Leanne Sewell 01228 60 6805 Dave Mason, Cath Reynolds,  
Steph Ward

#### Administration Unit

Pam Clark 01228 60 6817 LIN (administration)  
Claire Laidlow 01228 60 6866 Primary National Strategy and  
Secondary English strand  
Joanne Magnay 01228 60 1191 CCPD Programme (administration)  
Joanne O'doherty 01228 60 6813 CPD Programme (administration)  
Brenda Orr 01228 60 6812 Assessment arrangements  
Tara Pearson 01228 60 6089 CPD Programme and LIN  
(clerical support)  
Sue Routledge 01228 60 1190 Primary National Strategy and  
Secondary English strand  
Gillian Whitfield 01228 60 6814 CCPD Programme and LIN  
(clerical support)  
Karyn Wood 01228 60 6795 Secondary Strategy – WSI and  
Science

### WHITEHAVEN AREA OFFICE

#### Secretaries / administration

Nicola Moore (Senior Secretary) 01946 85 2675 Sam Kidd, John Nixon  
Andrea Brown (Secretary) 01946 85 2955 Richard Cox  
Lynn Burns-Watson 01946 85 2957 Helen Armstrong, Mike Telford

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## **KENDAL AREA OFFICE**

### **Senior Admin Officer**

Suzanne Hall 01539 77 3462

### **Contact for**

Secondary Strategy – Overall and  
Mathematics Strand,  
Home Education

### **Secretaries**

Jean Hume (Senior Secretary) 01539 77 3602

Kath Pink, Alan Waters, Ofsted

Michelle Livesey 01539 77 3495

Nick Capron, John Lewis,  
Marie Barnes

Gillian Smith 01539 77 3480

Lis Fenwick, Mervyn Hull, Philip  
Newsholme, Martyn Worrall

Helen Wills 01539 77 3484

Joan Stark, Anne Thomas,  
Matthew Ellis

### **Administration Unit**

Jo Collop 01539 77 3507

Secondary Strategy – ICT and  
Behaviour and Attendance Strands

Emma Hill 01539 77 3478

Primary National Strategy

Karen Murdoch 01539 77 3497

ICT in Schools

Michelle Robinson 01539 77 3298

School Workforce Training and  
Development

Claire Stephens 01539 77 3502

Cumbria Healthy Schools

Vacancy 01539 77 3619

Primary National Strategy – MFL

## **BARROW AREA OFFICE**

### **Secretaries**

Joanne Clark 01229 89 4442

Gifted and Talented Provision

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## PUPIL REFERRAL UNITS

### Framework and Purpose

The Pupil Referral Units exist to support pupils who are at risk of exclusion, who have been permanently excluded or who are otherwise out of school. The aims are to return pupils to a successful placement in their own school or in another school. For students in Key Stage 4 the aims may include preparing them for a move to further education or entry into work.

### Key Tasks

- To provide quality assessment
- To offer a broad and balanced curriculum, through personalized learning.
- To enable better access to mainstream curriculum by addressing barriers to learning.
- To support the development of personal and social skills to enable a successful return to school.
- To prepare pupils for life after school.
- To liaise with the full range of support services.
- To facilitate thorough and effective planning to support pupils progress and successful reintegration.
- To follow the local authority's social inclusion strategy.

### Referrals

For information on eligibility criteria and how to refer children please follow the link below:

➤ [Children's Services Case Management Services](#)

### Contacts

Enquiries of a general nature should go to:

Bob Hewson, Acting Head Teacher, Gillford Centre, Carlisle	01228 606957
Elise Robinson, Head Teacher, Newbridge House, Barrow in Furness	01229 894470
John Graham, Head Teacher, West Cumbria Learning Centre	01946 834848

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## HOSPITAL AND HOME TUITION SERVICE

### Framework and Purpose

The Hospital and Home Tuition Service (HHTS) supports schools and pupils of statutory school age by providing teaching for young people unable to attend school for medical reasons. The young person must be absent (or will be absent) from school for 15 schools days or more.

We also support youngsters with chronic conditions that often require a great deal of absence from school over a longer period of time.

And we also teach pregnant schoolgirls and schoolgirl mothers.

We are a countywide Service with three Area bases – **East** (based in Carlisle), **West** (based at Distington) and **South** (based in Barrow / Kendal).

We work closely with other agencies such as Health professionals, Connexions, Education Welfare colleagues, the Special Educational Needs Service as well as other members of Access and Inclusion.

### Key Tasks

- Teaching pupils absent from school for medical reasons (whether at home, in hospital or at some other suitable venue)
- Working closely with other partners on a multi agency basis to provide and contribute to an education most suited to the individual pupil's needs.
- Supporting youngsters to enable inclusion and the provision of high quality education for that young person.

### Referrals

For information on eligibility criteria and how to refer children please follow the link below:

➤ [Children's Services Case Management Services](#)

### Contacts:

Enquiries of a general nature could go to:

Ms Vanessa Andrew  
e-mail: [vanessa.andrew@cumbriacc.gov.uk](mailto:vanessa.andrew@cumbriacc.gov.uk)

01539 732960

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## 14-19 IN CUMBRIA

The Cumbria 14-19 Strategic Partnership exists to secure access to learning and achievement entitlement for all 13 to 19 year olds, which inspires, raises aspirations, and meets their individual needs, interests and aptitudes.

A team of Area Development Managers and Consultants are working with schools, colleges, and work based learning providers to deliver the entitlement to all our learners.

Name	Role	Contact Details
Adrienne Carmichael Senior Adviser, 14-19 Strategy	Leads on 14-19 Reform Programme Implementation and 14-19 Collaboration for Cumbria Children's Services.	Busher House, Busher Walk, KENDAL, Cumbria, LA9 4QR 01539 773455 adrienne.carmichael@cumbriacc.gov.uk
Anne Catterson Area Development Manager (Eden)	Her role is to work with all learning providers through Eden 14-19 Partnership, to broaden the curriculum offer and maximise learning opportunities for and with young people.	c/o Busher House, Busher Walk, KENDAL, Cumbria, LA9 4RQ 01539 773455 <a href="mailto:annecatterson@cumbria14-19.org.uk">annecatterson@cumbria14-19.org.uk</a>
Debbi Crow Administrator	Administrator for the 14-19 Development Team.	Busher House, Busher Walk, KENDAL, Cumbria, LA9 4RQ 01539 773455 deborah.crow@cumbriacc.gov.uk
John Ferguson Transport Co-ordinator	Organises transport for any students that are studying collaboratively. If the students are completing a course at another institution additional transport may be required. He is able to look at each case individually to see if any assistance can be given.	18, Portland Square, CARLISLE, Cumbria, CA1 1PE 01228 601108 john.ferguson@cumbriacc.gov.uk
Valerie Hallard Area Development Manager (West)	Area role: to work with all learning providers through West Cumbria 14-19 Partnership, to broaden the curriculum offer and maximise learning opportunities for and with young people. County role: to involve young people in the planning and delivery of 14-19 Reform.	c/o Busher House, Busher Walk, KENDAL, Cumbria, LA9 4RQ 01539 773455 valerie@cumbria14-19.org.uk
Barry Hornby Area Development Manager (Carlisle and North)	Works closely with schools and the CAZ. Focal points have been post 16 provision, joint timetabling and curriculum quality assurance. He also leads on KS4 Engagement Projects.	c/o Busher House, Busher Walk, KENDAL, Cumbria, LA9 4RQ 01539 773455 barry@cumbria14-19.org.uk
Irene Krechowiecka e-learning	Involved in developing and maintaining the Moodle sites to support 14-19 developments and all matters related to e-learning and ICT.	c/o Busher House, Busher Walk, KENDAL, Cumbria, LA9 4RQ 01539 773455 irene@cumbria14-19.org.uk

Caroline Ledward  Plan-it & Personalised Learning	On secondment from Connexions, she is working to promote and support the introduction and embedding of 'Plan-it,' an electronic 'Individual Learning Plan,' into secondary schools throughout Cumbria. She also has a brief to support and develop personalised learning programmes/ initiatives in the North and West of the county.	c/o Connexions Carlisle, 28 Lowther Street, Carlisle, CA3 8DH 01228 596272 <a href="mailto:caroline@cumbria14-19.org.uk">caroline@cumbria14-19.org.uk</a>
Theresa Murray  Area Development Manager (South Lakes)	Works with learning providers and a range of partners through the South Lakes 11-19 Partnership and Development Groups and the South Lakes Federation.	c/o Busher House, Busher Walk, KENDAL, Cumbria, LA9 4RQ 01539 773455 <a href="mailto:theresa@cumbria14-19.org.uk">theresa@cumbria14-19.org.uk</a>
Peter Normington  Information & Data Management	Responsible for the Futures4Me Area Prospectus, the development of the Individual Learner Record and other uses of data to support the implementation of the 14-19 agenda.	c/o Busher House, Busher Walk, KENDAL, Cumbria, LA9 4RQ 01539 773455 <a href="mailto:peter@cumbria14-19.org.uk">peter@cumbria14-19.org.uk</a>
Ann Simkins	One of 2 Consultants specialising in 14-19 Education, with an emphasis on Curriculum Development and developing effective partnerships. She will be working with the Travel to Learn Areas across the County to help to support the development and delivery of the Diploma lines.	c/o Busher House, Busher Walk, KENDAL, Cumbria, LA9 4RQ 01539 773455 <a href="mailto:ann@cumbria14-19.org.uk">ann@cumbria14-19.org.uk</a>
Anne Stainthorp	One of 2 Consultants specialising in 14-19 Education, with an emphasis on Curriculum Development and developing effective partnerships. She will be working with the Travel to Learn Areas across the County to help to support the development and delivery of the Diploma lines.	c/o Busher House, Busher Walk, KENDAL, Cumbria, LA9 4RQ 01539 773455 <a href="mailto:anne@cumbria14-19.org.uk">anne@cumbria14-19.org.uk</a>
Robin Webster  Personalised Learning	Has a county wide brief to develop the philosophy and practicalities of personalised learning within the 14-19 arena. His work covers the Personal Development Curriculum, aspects of impartial advice and guidance as well as the development of Personal, Learning and Thinking Skills within 14 to 19 developments.	c/o Busher House, Busher Walk, KENDAL, Cumbria, LA9 4RQ 01539 773455 <a href="mailto:robin.webster@cumbriacc.gov.uk">robin.webster@cumbriacc.gov.uk</a>
Brian Wood  Area Development Manager (Furness)	He is currently the lead contact for the delivery of all five first phase diplomas in Furness. As well as his 14-19 work with schools, colleges and other providers, he co-ordinates the Furness IFP programme.	Furness 14-19 Support Team, Ulverston Victoria High School, Springfield Road, Ulverston, Cumbria, LA12 0EB 01229 484312 <a href="mailto:brian.wood@cumbriacc.gov.uk">brian.wood@cumbriacc.gov.uk</a>

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### Framework and Purpose

The Learning and Skills Council fund the Adult Education Service to commission and quality control the delivery of accredited and non-accredited learning to young people and adults, aged 16 and above. The purpose of the provision is to increase people's skills, and provide learning for personal and community development. The Service's provision is delivered through a mixture of sub-contracted centres, mainly based in secondary schools and primary schools (Community Development Centres), and through its own directly managed staff.

### Key Tasks

The Service, through its centres, offers a wide-ranging programme of accredited and non-accredited courses, which are universally accessible and subject to fees.

There are a number of specific activities that the Service is responsible for which will be direct interest to schools:

- **Extended Services.** Adult Education and Community Development Centres can deliver part of the core Extended Services offer through their adult and community learning programmes. There are already a number of examples in the county where Adult Education Centre and Extended Services' co-ordinators roles have been combined to maximise the benefits of this joint working and shared agendas.
- **Family Learning.** The Service can directly deliver both non-accredited, wider family learning, and more focused family literacy and numeracy courses. The aim of these courses is to engage parents in the learning of their children, and to increase the basic skills of the parents. The family literacy and numeracy provision tends to be targeted on primary schools where there are high social and educational disadvantage indices.
- **Workforce and skills development.** The Service delivers the Children's Services contract for the provision of skills development for the non-teaching staff in schools. These are Vocational (VQ) and National Vocational Qualifications (NVQ) in School Support, Teaching Assistant, and Business and Administration, mainly at Levels 2 and 3.

### Contacts

For general Service information: Charles Searle, Senior Education Officer, Adult Learning, 01228-607304, [charles.searle@cumbriacc.gov.uk](mailto:charles.searle@cumbriacc.gov.uk)

For Family Learning: Sue Doyle, Family Learning Manager, 01228-606321, [sue.doyle@cumbriacc.gov.uk](mailto:sue.doyle@cumbriacc.gov.uk)

For Skills Development: Amanda Towers, Skills Manager, 07800 627922, [amanda.towers@cumbriacc.gov.uk](mailto:amanda.towers@cumbriacc.gov.uk)

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**Bob White, Senior Education Officer**

**Framework and Purpose**

The Specialist Advisory Teaching Service provides a range of services tailored to meet the individual needs of pupils with special and/or additional educational needs, their teachers and parents.

The service is working towards achieving four overarching goals to:

- Provide a coherent, coordinated and strategically focused support service;
- Deliver an effective service responsive to identified needs;
- Raise the educational standards achieved by pupils;
- Promote inclusion and support school improvement.

The work of the service is:

- Based on sound professional knowledge and expertise;
- Informed by current best practice;
- Consistent in terms of advice and expectations;
- Developmental in approach;
- Efficient in the use of resources.

Specialisms include:

- **Sensory:**
  - Blind and Visually Impaired
  - Deaf and Hearing Impaired
  - Physical Medical
- **Cognition and Learning:**
  - Specific Learning Difficulties (Literacy)
  - Severe Learning Difficulties
- **Communication:**
  - Speech and Language Difficulties
  - Autistic Spectrum Disorder
- **Early Years**
- **Additional Educational Needs:**
  - Traveler Education
  - English as an Additional Language

**Key Tasks**

**Specialist Advisory Teacher and Higher Level Teaching Assistants:**

Provided under three broad headings, members of the service offer:

<b>Advice</b>	<i>‘Access to professional advice providing support for your school’</i>
<b>Intervention</b>	<i>‘Expertise to identify needs and inform planning’</i>
<b>Support</b>	<i>‘A shared positive approach to teaching pupils with special and/or additional educational needs’</i>

**Referrals**

For information on eligibility criteria and how to refer children please follow the link below:

- [Children’s Services Case Management Services](#)

More details can be obtained at the following address:

<http://www.cumbria.gov.uk/chidrensservices/sats/>

### **Contacts**

Enquiries to a general nature should go to:

Kate Astle, Area Service Manager  
Richmond Centre, Wigton Road, Carlisle

01228 606955

Amanda Harlow, Area Service Manager  
Melbreak house, Distington, Whitehaven

01946 595862

Kath Ginnever, Area Service Manager  
Priory Grove, Barrow

01229 894456

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**Marion Shiels, Assistant Education Officer**

**Framework and Purpose**

The School Places Team is one of a number of services within Schools and Learning in Children's Services Directorate. Based in Carlisle, it provides a countywide service.

The Team is responsible for fulfilling the LA's statutory duties as the admission authority for community and voluntary controlled schools. It is also responsible for coordinating the admissions process for all schools including those with voluntary aided and foundation status, in order to secure a school place for all Cumbrian children. It's responsibilities in relation to admissions are fulfilled in line with statutory regulations and the School Admissions Code and School Admission Appeals Code of Practice.

The Team also has responsibilities in relation to the provision of parental information and advice, including transport policy and complaints about schools. It provides advice to schools on the infant class size limit.

**Key Tasks**

- ✓ Determine the coordinated admissions schemes for Cumbria in consultation with voluntary aided and foundation schools.
- ✓ Implement the coordinated admissions schemes in order to secure the allocation of a school place for every child due to start school or move to the next phase of their education.
- ✓ Determine the admissions policy for community and voluntary controlled nursery, primary and secondary schools and allocate places in line with that policy.
- ✓ Respond to requests from parents for places outside the normal admissions round in liaison with voluntary aided and foundation schools.
- ✓ Represent the interests of oversubscribed community and voluntary controlled schools at admission appeals.
- ✓ Communicate with parents and schools to facilitate a better understanding of the statutory situation in relation to admissions and to promote good practice.
- ✓ Provide appropriate information for parents whose children are due to start or change school.
- ✓ Provide advice for parents with general queries about their child's education, including parental complaints.
- ✓ Provide advice to schools on complying with the infant class size limit, including the interplay with admissions legislation.
- ✓ Undertake the initial assessment of post 16 school transport applications and consider any exceptions to school transport policy.

**Contacts**

Marion Shiels Assistant Education Officer	01228 60 6890 marion.shiels@cumbriacc.co.uk
Jane Sutton School Places Officer	01228 60 6891 jane.sutton@cumbriacc.co.uk
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Carl Nixon Deputy Admissions Manager	01228 60 6889 carl.nixon@cumbriacc.gov.uk
Alexie Jamieson	01228 60 1219

Admissions Assistant	alexie.jamieson@cumbriacc.gov.uk
Ann Frazer Admissions Assistant	01228 60 1171 ann.frazer@cumbriacc.gov.uk
Sandra Foster Admissions Assistant	01228 60 6930 sandra.foster@cumbriacc.gov.uk
Karen Ibbotson Admissions Assistant	01228 60 6999 karen.ibbotson@cumbriacc.gov.uk
Emma Graham Admissions Assistant	01228 60 1159 emma.graham@cumbriacc.gov.uk
Liz Morton PA to AEO – School Places and School Places Officer	01228 60 6850 liz.morton@cumbriacc.gov.uk
Evelynne Livarjani Clerical Assistant	01228 60 6894 evelynne.livarjani@cumbriacc.gov.uk
Frances Kirwan Clerical Assistant	01228 60 1158 frances.kirwan@cumbriacc.gov.uk
David Trett Data Inputter/Clerical Assistant	01228 60 1198 david.trett@cumbriacc.gov.uk

If you require advice about who to contact, please telephone Liz Morton on the above number.

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