



# Secondary Heads Forum

24 November 2021



Telford & Wrekin  
COUNCIL

Protect, Care and Invest  
to create a better borough

# Education & Skills **Director Update**

**Simon Wellman, Director of Education & Skills**

## **Key reminders**

- Children and young people from Afghanistan
- Strategic Partnership Meeting
- Exclusion reduction task force
- COVID control measures

Sufficiency

RADY

FAP / AP commissioning

Emotional Health  
and Wellbeing

Skills / post 16  
subgroup

# Secondary Sufficiency Update

## Shane Billingham, Interim SDM Access and Sufficiency

- Following discussions with schools over the last month we have identified 5 FE (150 places) of potential additional places for the Sept 2022 intake in order to meet the projected minimum demand of 139 places. Thank you!
- This will be reviewed continuously against the on time admissions and late applications data as it comes in over the next 3 months to ensure that we have sufficient places including the 3% surplus to manage in year applications.
- Any minor capital schemes associated with the additional numbers will be going into design before the end of the year.

## Secondary Sufficiency Update - continued

- As illustrated last month there is still a need for additional Year 7 places in the 3 intakes between 2023- and 2025 although these are slightly less significant than the 2022 intake.

Cohort	Places Reqd	Bulges (Full) Reqd	Places Reqd with 3% surplus	Bulges (Full) Reqd w 3% surplus
Sept 22	139	4.63	217	7.23
Sept 23	99	3.3	177	5.9
Sept 24	95	3.16	172	5.73
Sept 25	38	1.26	113	3.76

## Secondary Sufficiency Update - continued

- Following the survey at the last forum we have received a number of responses in response to the request for schools to open up additional places (circa 5-7 per year group) across Years 7-10 to manage in year places.
- Responses were mixed with about 40% of schools advising that they could try to assist with additional places whilst the remaining 60% felt unable to offer additional in year places.
- We are still looking to progress a proposal that will see the need for additional in year places spread fairly across schools with the intention being that we can make reasonable offers to in year applications.
- In the meantime any in year applications for which we are unable to allocate a place will have to be taken to FAP.

## School Admissions

# Updating the SAM portal

- In order to deal quickly and effectively with in year applications to schools can we please remind all schools to update their information on the SAM portal.
- This will give us a clear picture of the number of available places within each school and each year group and will include those schools who are their own admissions authority.
- You will be aware that within the Admissions Code there is a duty put on schools to tell the local authority of the vacancies within the school within two school days.

## Updating the SAM portal - continued

- *2.27 Local authorities must, on request, provide information to prospective parents about the places still available in all schools within their area. To enable them to do this, the admission authorities for all schools in the area must provide the local authority with details of the number of places available at their schools whenever this information is requested, to assist a parent seeking a school place. Such details should be provided **no later than two school days following receipt of a request from the local authority.***
- Regular and timely use of the Sam portal will keep this information up to date and should be amended anytime a pupil is accepted or removed from the school roll.

School Admissions

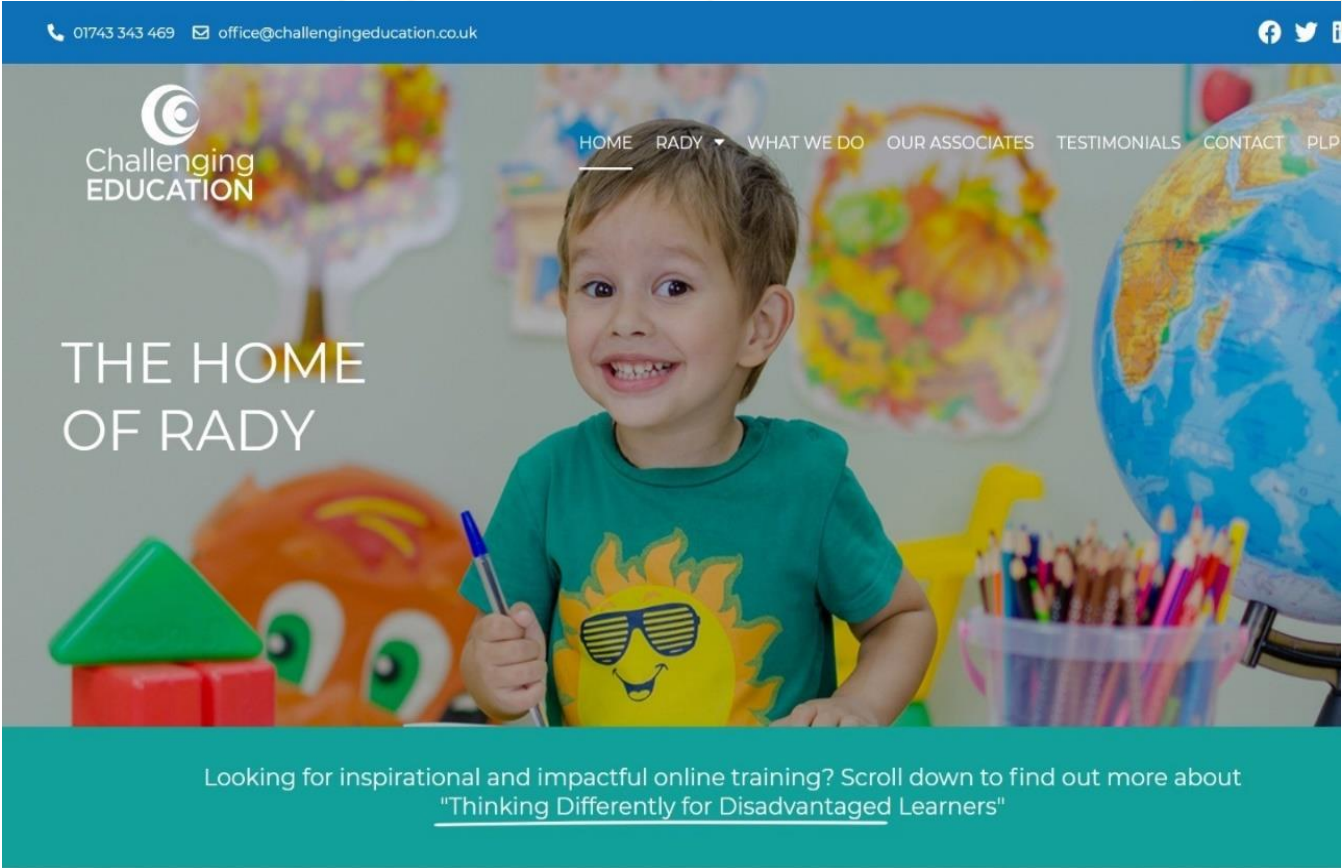
## Updating the SAM portal - continued

- The SAM portal can be accessed using the following link:  
<https://earlyyears.telford.gov.uk/Synergy/Schools/round.aspx>
- Regular and timely use of the Sam portal will keep this information up to date and should be amended anytime a pupil is accepted or removed from the school roll.
- If you need a copy of the guidance for the SAM portal, or would like any additional school officers to have access to the SAM portal please email: [admissions@telford.gov.uk](mailto:admissions@telford.gov.uk)

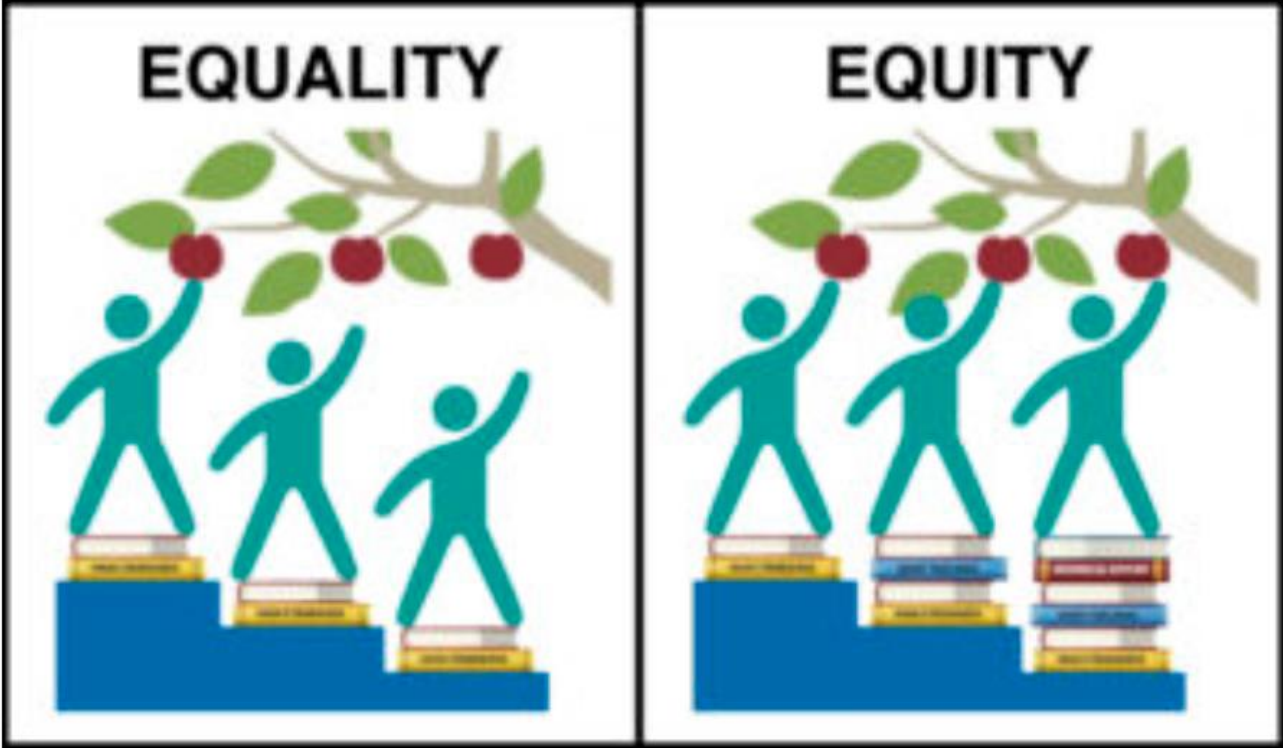


School Performance

# Raising the Attainment of Disadvantaged Youngsters



# Raising the Attainment of Disadvantaged Youngsters - continued



# Raising the Attainment of Disadvantaged Youngsters - continued

- Secondary schools have completed their YR 7 uplift
  - Remote Coaching Sessions
- Schools (across phase) registered for the Professional Learning Programme
  - PPG Strategy
  - Primary networking and working together

# Raising the Attainment of Disadvantaged Youngsters - continued

## Strand 2: Professional Learning Programme (PLP)

### Thinking differently for disadvantaged pupils.

6 virtual modules for teachers and school leaders – license runs for academic year. (All schools)

Each 90-minute training module will cover a wide range of areas pertinent to the needs of disadvantaged learners and across the six modules this will include (but not be limited to):

The modules will always include a section that outlines ways in which staff can utilise the key messages from the training and encourages them to reflect on their own practice.

# Raising the Attainment of Disadvantaged Youngsters - continued

## Programme Outline

- Flexible and to fit in with the school plan for professional development
  - Case studies, tutor lead videos, links to other research, gap tasks and opportunities for reflection
- Focus on your school priorities when deciding what to spend your time working through

# Raising the Attainment of Disadvantaged Youngsters - continued

## Programme Outline – how it can be used

- Integrate into school professional learning
- Whole staff training
- Phase and department development
- Professional development for school lead for disadvantaged learners
- Governor training
- New staff training

# Raising the **Attainment** of **Disadvantaged** Youngsters - continued

## Next Steps

- Implementation
  - Responsibilities and dissemination
- Cross Phase Partnership
  - Primary/Secondary Clusters
- RADY Conference January 2022
  - Implementing RADY successfully
  - School sharing

# Raising the Attainment of Disadvantaged Youngsters - continued



## #RadioRADY

Join us LIVE on  
7th December 4 - 5pm

**"Have you asked?"**

**Sharing ideas on how schools use pupil  
voice to support those who need it  
most.**



# Alternative Provision & CiC Update

Andy Cooke, SDM Alternative Provision and Children in Care

## FAP

- To follow up on the consultation in the summer term
- Using the meeting on 8 December 2021 to consider a way forward
- Paper to summarise the outcomes of the consultation out next week

# Alternative Provision & CiC Update - continued

## Alternative Provision Commissioning

- Proposal is to pilot approaches to develop in school Alternative Provision
- Looking for innovative approaches
- Could include schools working together
- Alternatives to exclusion and suspension
- Finalising details of funding
- Timeline
  - Further details and invitation to bid to schools early December
  - Bid submission deadline 7 January 2021
  - Decisions and funding by end January



# Emotional Health and Wellbeing Panel Review

**Natalie Bevan, SEND Service Delivery Manager (0-25)**

- Panel has been operational since November 2019 and supported many young people with advice, guidance and where required possible referrals to the ND pathway.
- We do recognise there are some frustrations in the system and will be reviewing to develop strengths and area's for improvement.
- **25 November 2021 – 10 December 2021.**
- Reminders for completion to be sent via the education noticeboard.



# UK Disability History Month

18 November 2021 – 18 December 2021

## What is Disability History Month?

Disability History Month is an annual event that is now in its eleventh year. It is supported by a wide range of groups and aims to promote the rights of people with disabilities and their struggle for equality.

## Are you doing anything in school to celebrate?

Don't forget to share with us and on social media

**@TelfordWrekin**



[www.ukdhm.org](http://www.ukdhm.org)

**#PurpleLightUp**

*Friday 3 December*

To mark International Day of People with Disabilities and to raise awareness of hidden disabilities. We will be lighting up Southwater One in purple.

# Skills Area Update

## Sue Marston, SDM Skills

- We are refreshing our post-16 subgroup to invite all secondary schools to attend.
- Focus on post 16 development in our local area, collaboration between schools, college and providers.
- Understand national context and the development of the skill agenda.
- Next meeting planned for 1<sup>st</sup> December 2-3pm. Please contact Sue Marston for further information.

## Post 16 sub-group

Wednesday 1 December 2021  
2.00 pm to 3.00 pm

### Microsoft Teams

#### AGENDA

1. Welcome and apologies – Simon Wellman
2. Set the national context – Skills and Post 16 sector – Sue Marston
3. Preparing for T Levels : Implications for Schools and Employers - Teresa Hughes  
Curriculum Manager Telford College
4. Station Quarter Programme Update : Engagement with Schools - Holly Davies  
Head of 7<sup>th</sup> Form
5. Future Events – Apprenticeship Week, National Careers Week, Work Local – Sue  
Marston
6. Latest position for Young People and NEET and how schools can help to prevent –  
Sue Marston/Tara Foran
7. 14-16 website – Sue Marston
8. AOB
9. Date of next meeting

## Who currently attends the post 16 subgroup

- Heather Davies Bridge School
- Lee Hadley Abraham Darby
- David Hughes ?
- Gary Hickey Adams Grammar
- Charlotte Harman Adams Grammar
- Abi Martin Southall School
- Angus Neal HTA
- Kevin Satchwell TT
- Michael Scott Newport High Girls School
- Clare Snik Madeley School
- Chris Knight
- Janet Stephens Telford College
- Steven Carter Langley
- Phill Goodwin ??
- Krissi Carter Burton Borough

**Have we got the right people? We need all schools represented. Please email [sue.Marston@telford.gov.uk](mailto:sue.Marston@telford.gov.uk) to nominate representative from your school.**

# Skills Area Update

- **September Guarantee**

Looking really good, better than Midlands % for both Year 11 and 12.

Year 11 - Midlands - 93.3% Telford - **96.9%**      Year 12 - Midlands - 89.7% Telford - **94.5%**

- **NEETS**

30-Sep-21	NEET	Not Known	Combined
National	1.6%	30.6%	32.2%
Regional	1.5%	24.5%	26.0%
T&W	3.6%	6.2%	9.8%
T&W Current % @15/11/2021	3.7%	2.8%	6.5%

- **FutureFocus Activity**

Letters to parents and pack for young people in traded schools on year 11

careers activity

Destination data for all schools first week of December



## Health **COVID**

- Our cases in Telford took a dip during half term but have now started to raise again – particularly in the 10-19 age group. Our rates continue at number 1 in WM (525 per 100,000 compared to 364 for the West Midlands and 387 for England).
- Many schools are in stepped up measures.
- Schools sent list of public health recommendations on 2<sup>nd</sup> November.
- 49% of 12-15 year olds have had a vaccination compared to 34% in WM and 36% nationally.
- Pop up clinics at SW1 (weekend) and Turreff Hall (Donnington pharmacy) – Parents are required out of school clinics for consent
- All T&W schools visited – mop up clinics in larger schools before Xmas (we have asked for the list of which ones).

# Winter Guidance for Schools

Nicky Minshall, Health Service Delivery Manager

## Cleaning

- Cleaning remains an important control in reducing the risk of transmission of COVID-19. You should ensure that you regularly clean the following surfaces:

Door handles

Classroom taps / sinks

Light switches

Handrails

Toilets including wash basins toilet doors and taps  
computers.

Shared equipment such as photocopiers or

- To clean you should ideally use a virucidal cleaning agent that meets the BS EN 14476 standard
- In either case you should follow manufacturer's instructions for contact times.



## Winter Guidance for Schools - continued

### CO2 Monitoring / Ventilation

Ventilation is a key control . You should take the following steps:

- **Audit your buildings to identify poorly ventilated areas**, ideally using CO2 monitors (see below for more detail).
- **Address areas of poor ventilation** either by modifying behaviour (e.g. keeping windows and door open), making structural/maintenance changes (e.g. cleaning air bricks, fixing windows which no longer open, fixing/maintaining poorly-performing mechanical ventilation units – Step 4 of the Unions’ guide provides excellent practical advice on this).
- **Deal with areas where good ventilation is not possible** by taking these areas out of use as much as possible and considering air cleaning and filtration.
- **Maintain good levels of ventilation** on an ongoing basis through behaviours and maintenance.

## Winter Guidance for Schools - continued

- CO2 measurements should be used as a broad guide to ventilation within a space rather than treating them as 'safe thresholds'.
- Outdoor levels are around 400ppm and indoors a consistent CO2 value less than 800ppm is likely to indicate that a space is well ventilated.
- An average of 1500ppm CO2 concentration over the occupied period in a space is an indicator of poor ventilation. You should take action to improve ventilation where CO2 readings are consistently higher than 1500ppm. For example opening windows or reducing capacity within the room/area.
- However, **where there is continuous talking or singing, or high levels of physical activity (such as dancing, playing sport or exercising), providing ventilation sufficient to keep CO2 levels below 800ppm is recommended.**
- Please don't forget to consider non-classroom spaces such as staff rooms and changing rooms.
- Further advice can be obtained on CO2 monitoring and ventilation from the biT team if you buy back in to T&W's H&S service.

Health

## Winter Guidance for Schools - continued

### Social Distancing & Mask Wearing

- Even with good ventilation, COVID will spread between people who are close together, so it's important as a control measure for staff to practise social-distancing and wear masks where possible.

## Winter Guidance for Schools - continued

### Christmas Activities

- **Christmas Cards** - We suggest that you can take a relaxed approach to Christmas card giving as there is minimal risk of transmission via paper. However, it is important to keep up with good hand hygiene and recommend hands are sanitised/washed before and after the distribution of cards.
- **Christmas Plays / Concerts** - Schools and settings are to determine their own arrangements with regard to Christmas Plays / Concerts. It may help to understand what neighbouring settings plan to do when considering your own plans. We have previously sent out public health recommendations that at this time settings and schools should carefully consider the appropriateness of non-essential visits involving parents.

## Winter Guidance for Schools - continued

### Christmas Activities

- **Christmas Plays / Concerts - continued** - Setting should determine their own arrangements for Christmas plays and concerts. If 'in person' events are held then a risk assessment should be undertaken and the following mitigations considered:
  - Anyone feeling unwell (not just with COVID-19 symptoms) should not attend.
  - Think about numbers and spacing/ventilation - reduce risk of congregation.
  - Consider the number of COVID-19 cases within your setting. If you have classes in stepped up measure (or super stepped up measures) then cancellation of the in person event should be considered and a switch to a virtual performance would be recommended.
  - Think about whether refreshments are needed at all, and if provided, then to provide in a safe way.
  - Those singing/playing wind instruments will need extra distancing between performers, and between performers and audience.
  - Face masks for parents within the hall/ venue – ensuring that those who are exempt are not excluded from attending
  - Ask all visitors to do an LFT prior to coming in.
  - Ensure handwashing/sanitisation opportunities (including before and after handing goods/stall items at fairs)
  - Display the QR code and encourage visitors to use it to check in.
  - Really thorough cleaning before and after using guidance above

## Winter Guidance for Schools - continued

### Christmas Activities - continued

- **Christmas Fayres** - As per the guidance sent out on 2 November 2021, non-essential events should be considered very carefully. Christmas Fayres should only take place outdoors if they are deemed necessary.
- **Reporting of COVID-19 cases over Christmas period**  
Schools are not required to notify Health Protection Hub of any positive cases reported to them **after Friday 17 December 2021**. We would ask that you resume sending notifications when you return in the New Year .



## AOB

- An updated version of the T&W Schools Emergency Plan template will be issued at the beginning of September.
- The plan incorporates changes to Keeping Children Safe in Education and its supplementary guidance which came into force on 1st September 2021. Schools are now required as part of their emergency management arrangements to have in place systems for targeting and responding to individual or group violence.
- This being the case the T&W Schools Emergency Plan template will include this requirement to assist schools. The existing plan details can easily be transferred to the new template to minimise effort on the part of the school.
- This will come from Alan Boyd resilience team in the noticeboard.