



Hounslow Education Partnership
Primary



The Headteacher Handbook

Introduction to the Primary Headteacher Handbook

Welcome to the Primary Headteacher Handbook delivered through the Hounslow Education Partnership (HEP). HEP has been working in collaboration with Hounslow’s Local Authority (LA) to produce an easy access guide to support all Headteachers, and in particular those who are new to the role or to Hounslow. The strength of partnership between HEP, member schools and the LA is key to providing Headteachers with valuable support so that all children and young people benefit across the borough.

The guide features key headline areas, each one including:

- A brief introduction of the services and responsibilities of HEP and LA departments
- Key elements of support on offer
- Links to key information and downloads
- Links to key contacts within Hounslow’s LA departments

The aim of the guide is to help Headteachers navigate towards the right information and contacts in order to answer questions and respond to situations quickly.

There are a number of useful references and links in the guide for **HEP, Hounslow Services to Schools and The Family Directory of Services.**

As part of an induction process, each new Headteacher will be sent a copy of the Primary Headteacher Handbook. In addition, the digital version will be reviewed and updated every 6 months which Headteachers will be able to access in the member’s area of the HEP website.

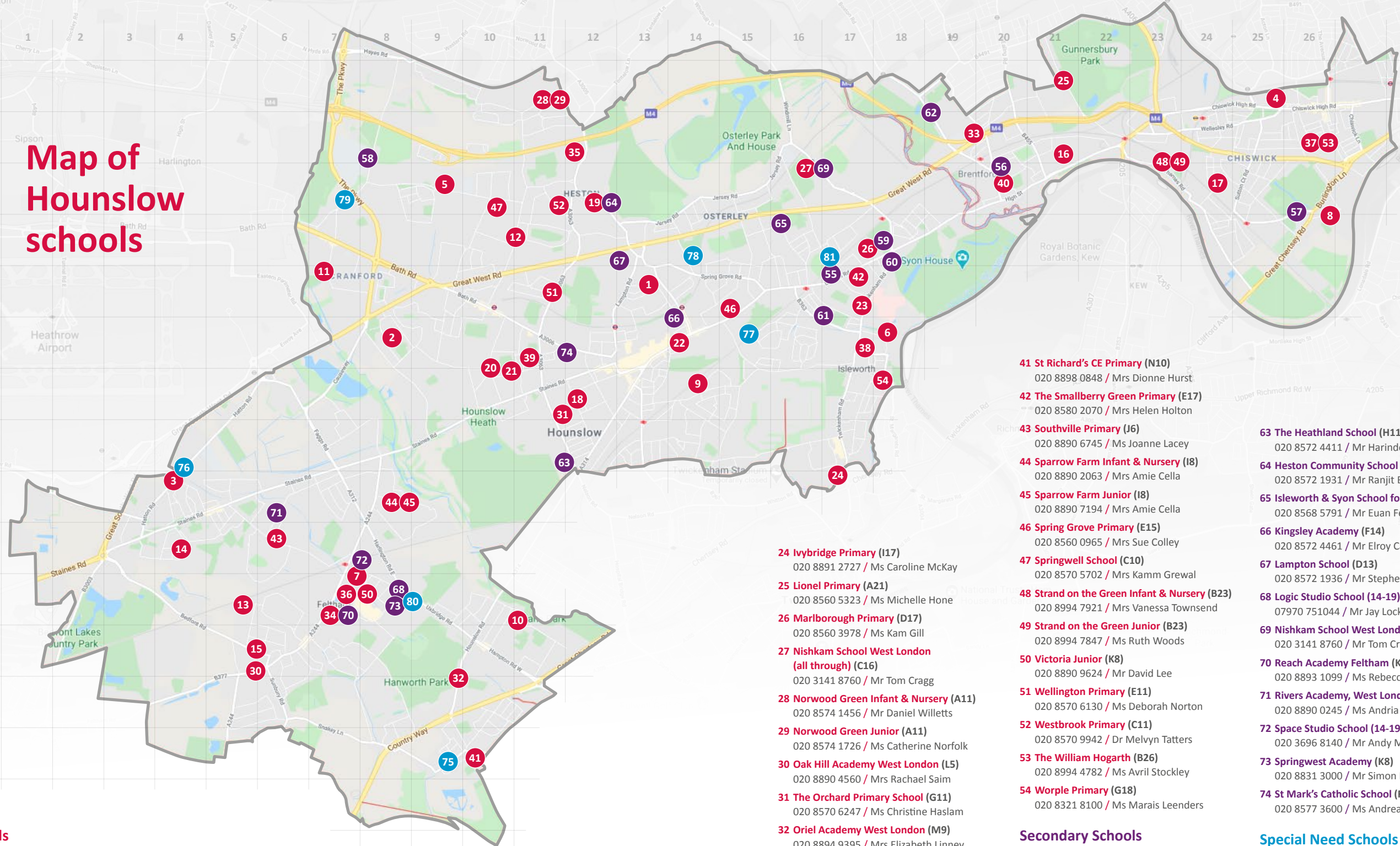
Headteachers will be able to use the guide to highlight common areas of support needed so that HEP can develop a training programme delivered by HEP schools or external providers.



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Map of Hounslow schools



Primary Schools

- 1 Alexandra Primary (E13)
020 8570 6105 / Mr John Norton

2 Beavers Community Primary (F8)
020 8570 9347 / Ms Dee Scott

3 Bedfont Primary (I4)
020 8890 7472 / Mr Gerald Davis

4 Belmont Primary (A25)
020 8994 7677 / Ms Elaine Lacey

5 Berkeley Academy (C9)
020 8570 5700 / Mr Kevin Prunty

6 The Blue School (F18)
020 8560 6721 / Ms Rachel Jones

7 Cardinal Road Infant & Nursery (K7)
020 8890 6306 / Mrs Margaret Nowak

8 Cavendish Primary (D26)
020 8994 6835 / Ms Anna Coleman

9 Chatsworth Primary (G14)
020 8560 6018 / Mr David Wright

10 Crane Park Primary (K11)
020 8894 9047 / Ms Alison Small

11 Cranford Primary (E7)
020 8759 0305 / Ms Meena Walia

12 Edison Primary (D11)
020 8873 3337 / Ms Amrit Dokal

13 Edward Pauling Primary (K5)
020 8831 0841 / Mrs Felicity Sulma

14 Fairholme Primary (I4)
020 8890 2584 / Ms Helen Willis

15 Feltham Hill Infant & Nursery (L5)
020 8890 3814 / Ms Angela White

16 Green Dragon Primary (B21)
020 8568 3971 / Ms Nadine O'Hara

17 Grove Park Primary (C24)
020 8994 7405 / Ms Rachel Davies

18 Grove Road Primary (G12)
020 8570 6132 / Ms Lyn Gray

19 Heston Primary (C12)
020 8572 5597 / Ms Chandip Behar

20 Hounslow Heath Infant & Nursery (G10)
020 8570 2562 / Ms Kathryn Harper-Quinn

21 Hounslow Heath Junior (G10)
020 8570 1332 / Ms Ritu Aulakh

22 Hounslow Town Primary (F14)
020 8570 1747 / Mrs Laura Khalil

23 Isleworth Town Primary (E17)
020 8560 5701 / Mrs Eileen Sheedy

- 41 St Richard's CE Primary (N10)
020 8898 0848 / Mrs Dionne Hurst

42 The Smallberry Green Primary (E17)
020 8580 2070 / Mrs Helen Holton

43 Southville Primary (I6)
020 8890 6745 / Ms Joanne Lacey

44 Sparrow Farm Infant & Nursery (I8)
020 8890 2063 / Mrs Amie Cella

45 Sparrow Farm Junior (I8)
020 8890 7194 / Mrs Amie Cella

46 Spring Grove Primary (E15)
020 8560 0965 / Mrs Sue Colley

47 Springwell School (C10)
020 8570 5702 / Mrs Kamm Grewal

48 Strand on the Green Infant & Nursery (B23)
020 8994 7921 / Mrs Vanessa Townsend

49 Strand on the Green Junior (B23)
020 8994 7847 / Ms Ruth Woods

50 Victoria Junior (K8)
020 8890 9624 / Mr David Lee

51 Wellington Primary (E11)
020 8570 6130 / Ms Deborah Norton

52 Westbrook Primary (C11)
020 8570 9942 / Dr Melvyn Tatters

53 The William Hogarth (B26)
020 8994 4782 / Ms Avril Stockley

54 Worple Primary (G18)
020 8321 8100 / Ms Marais Leenders

63 The Heathland School (H11)
020 8572 4411 / Mr Harinder Pattar

64 Heston Community School (C12)
020 8572 1931 / Mr Ranjit Berdesha

65 Isleworth & Syon School for Boys (D16)
020 8568 5791 / Mr Euan Ferguson

66 Kingsley Academy (F14)
020 8572 4461 / Mr Elroy Cahill

67 Lampton School (D13)
020 8572 1936 / Mr Stephen Davis

68 Logic Studio School (14-19) (K8)
07970 751044 / Mr Jay Lockwood

69 Nishkam School West London (C17)
020 3141 8760 / Mr Tom Cragg

70 Reach Academy Feltham (K7)
020 8893 1099 / Ms Rebecca Cramer

71 Rivers Academy, West London (I6)
020 8890 0245 / Ms Andria Singlehurst

72 Space Studio School (14-19) (J8)
020 3696 8140 / Mr Andy Morgan

73 Springwest Academy (K8)
020 8831 3000 / Mr Simon Hart

74 St Mark's Catholic School (F12)
020 8577 3600 / Ms Andrea Waugh-Lucas

Secondary Schools

- 55 Bolder Academy (E17)
020 3963 0806 / Ms Heidi Swidenbank

56 Brentford School for Girls (C20)
020 8847 4281 / Ms Marais Leenders

57 Chiswick School (C26)
020 8747 0031 / Ms Laura Ellener

58 Cranford Community College (B8)
020 8897 2001 / Mr Kevin Prunty

59 The Green School for Girls (D18)
020 8321 8080 / Mr Steve Burns

60 The Green School for Boys (D18)
020 3019 8444 / Mr Simon Carter

61 Gumley House School FCJ (E17)
020 8568 8692 / Mr Stephen Byrne

62 Gunnersbury Catholic School (B19)
020 8568 7281 / Mr Kevin Burke

Special Need Schools

- 75 Lindon Bennett School (N9)
020 8898 0479 / Ms Clare Longhurst

76 Marjory Kinnon School (H4)
020 8890 2032 / Ms Tracy Meredith

77 Oaklands School (Primary Campus - New Oaks School) (F15)
020 8560 3569 / Mrs Anne Clinton

78 Oaklands School (Secondary Campus - High Oaks School & Great Oaks College) (D14) / 020 8560 3569 / Mrs Anne Clinton

79 The Cedars Primary School (C7)
020 8230 0015 / Mr Gavin Winters

80 The Rise School (K9)
020 8099 0640 / Ms Helen Ralston

81 Woodbridge Park Education Service (D17)
020 8289 4684 / Mr Ian Berryman



Introduction

HEP is owned and governed by member schools in Hounslow for the purpose of providing services to support school improvement and meet the needs of vulnerable pupils in Hounslow schools.

Recognising a national context of continuing financial pressures on school funding and potential fragmentation of the well-established school to school partnerships in the borough, HEP was established in 2018 to promote and enable the collective ambition of Hounslow schools for all children and young people through a school-led system.

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HEP priorities

HEP builds and supports partnerships between schools that promote collective responsibility and shared accountability for the educational outcomes of children and young people in Hounslow through programmes such as Peer Challenge in primary schools and Fair Access in secondary schools.

HEP Strategic Priorities 2020/2023

- Raise standards through continued school improvement
- Build and promote beneficial connections and partnership for members, within and outside the partnership
- Identify and meet the needs of our most vulnerable children and young people
- Invest in support for building and maintaining high quality teaching and inspirational school leadership



The HEP vision and values

Our school-led school improvement partnership enables us to deliver the best possible educational experiences and outcomes for all the children and young people of Hounslow and drives our collective responsibility and ambition for their achievements.

Our approach is collaborative and inclusive of all Hounslow schools and promotes a rigorous culture of review, reflection, challenge and support drawing on the skills and expertise in our schools and beyond.

Our promise

Come together, keep together, work together

Our promise is to work with great energy to encourage our members' shared responsibility, collective moral purpose and vision. We will build on deep and trusted relationships across our supportive, thinking and learning community to deliver excellence in all we do.

HEP schools will always be stronger together.

HEP's Membership Offer

In 2020/21, HEP will continue to deliver its core offer to Members through the following Partnership meetings:

- Special School Partnership
- Primary Partnership and School Led Improvement Primary group (SLIPs)
- Secondary Partnership and School Led Improvement Secondary group (SLIGs)
- Vulnerable Students and SEND group (VSSG)
- LA Liaison
- Fair Access Panel
- Primary Peer Challenge and Secondary Peer Review
- Primary and Secondary Subject Network

It will also continue to maintain the identified ongoing School Improvement projects:

- Primary foundation subject leaders' programme
- Joint Practice Development – new primary priorities each year resulting from Peer Challenge

- Develop your A level Teaching programme
- Subject Leader development - primary
- Knife and violent crime programme - cross phase
- Student Wellbeing network – cross phase
- Senior Business Professional network – cross phase
- Attendance Officer network – cross phase

In addition, in 2020/21 there will be a number of new projects focused on support for vulnerable pupils:

- Stepping Stones
- HEP Transition Programme
- Reducing Exclusions and Violence project
- Career Cluster project
- Your Life, You Choose - Met police Y7 programme partnership
- Future life - Met police Y6 programme partnership

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Key contacts

HEP Primary Directors: **Caroline McKay, John Norton and Helen Willis**

HEP Partnership Director: **Cormac Bourne**
Email: cbourne@hounsloweducationpartnership.co.uk
Website: www.hounsloweducationpartnership.co.uk

East Area co-chairs: **Caroline McKay and Farley Marsh**
Central Area co-chairs: **Christine Haslam and Dr Melvyn Tatters**
West Area co-chairs: **Alison Small and Maggie Nowak**



Key meetings

Primary Partnership meetings – **1 per half term, all Headteachers**

Local Area meetings East/Central/West – **1 per half term, all Headteachers**

Primary and LA liaison meetings – **1 per half term, nominated reps**

School Led Improvement Primary – **1 per half term, nominated reps**

Introduction

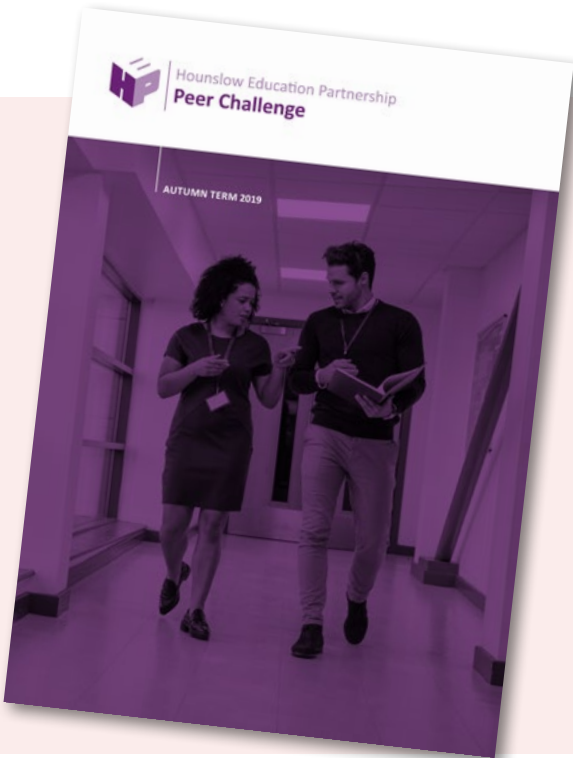
The Peer Challenge programme was designed with and for local Hounslow Headteachers and is a partnership between schools that promotes collective responsibility and shared accountability for the educational outcomes of children and young people in Hounslow. The quality assured programme, now in its 6th year, has 45 schools actively involved in school improvement across the partnership. This sustained engagement of schools and leadership teams across Hounslow schools is a direct result of the positive outcomes and benefits that participating schools have experienced.

The aims of the programme are to:

- Foster and embed ambition, high aspiration and achievement for all the children and young people educated in Hounslow
- Establish a distinctive and sustainable 'Hounslow' approach to support for school improvement, created, developed and owned by Hounslow schools, and founded on the principles of 'system leadership', in which school leaders contribute to school improvement beyond their own school
- Adopt an approach to school improvement that supports and challenges all schools - not just those at risk - at whatever stage of their improvement journey

How Peer Challenge works

- Participating schools work in triads, coordinated by a Lead Headteacher
- Each school undertakes self-assessment
- Two peer challenges a year
- Peer Challenge process includes handbook and support materials
- Sample of peer reviews quality assured in each cycle
- Outcomes identified for Joint Practice Development



HEP's role

To promote Joint Practice Development, scoped and developed on behalf of members by the School Led Improvement Group (SLIPs).

Joint Practice Development this year has focused on:

- Subject Leaders Network – arranged locally through partnership area group
- Attendance Network and workshops
- Middle Leader development
- Curriculum leadership
- Subject leadership
- Moving schools from good to outstanding
- Understanding the Ofsted Framework – Ofsted skills training



Key contacts

HEP Director: **Cormac Bourne**
Email: cbourne@hounsloweducationpartnership.co.uk
Website: www.hounsloweducationpartnership.co.uk

Peer Challenge Lead Headteachers:

Collaborative A: **Alison Small**
Collaborative B: **John Norton**
Collaborative C: **Eileen Sheedy**
Collaborative D: **Debbie Norton**

Managed Moves

Introduction

Managed Moves is a formal agreement between two schools, a child and their parents/carers. It provides an opportunity for a child at risk of permanent exclusion or with significant attendance issues to have a fresh start in a new school on a dual-registration basis during a trial period.



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There is no requirement from the Department for Education for schools to use Managed Moves. However, in Hounslow, HEP, supported by the LA, recommends that schools consider the use of Managed Moves as a further strategy to prevent a permanent exclusion. A Managed Move should not be an early or first response to supporting a child displaying inappropriate behaviour. Other appropriate strategies should be considered as part of arrangements to support a child with additional needs (reasonable adjustments to meet need/disability must be considered).

If the move is successful, at the end of the trial period, the child will formally transfer to the host school and come off the roll of the originating school. **During the trial period, they remain on the roll of the home school and are dual registered at the host school.**

If, during the trial period, the move is unsuccessful the child will return to the current (home) school and dual registration will cease. A Managed Move requires the agreement of the child's parents/carers, the headteacher of the child's current (home) school and the headteacher of the host (receiving) school.

Home School is the school where the child is currently on roll.

Host school is the receiving school where the child will be moving to.

Managed Moves

A Managed Move is an **agreement between HEP schools**. HEP recommends a trial period of 12 weeks. A Managed Move should be considered as part of a measured response to supporting a child's social, emotional and behavioural needs. A Managed Move is different from the power of a mainstream school to direct a pupil to off-site provision. HEP schools will work collaboratively to give the Managed Move arrangements the best chance of success.

A Managed Move **may be suitable** in the following circumstances (not all have to apply):

- Where a pupil refuses to attend their current school due to breakdown in social relationships
- Where a pupil is at risk of permanent exclusion from their current school - eg for a one-off extreme behaviour
- Where the opportunity for a fresh start in a new school would be of benefit to the child
- Parents/carers are in full agreement and supportive of the process

- A pupil has reached the threshold for, and been issued with, a **permanent exclusion**, but a Managed Move has been deemed likely to be successful. This would need to be agreed between schools and all relevant stakeholders on the understanding that, if the move was unsuccessful, the **permanent exclusion** would be reinstated

A Managed Move **would NOT be appropriate** in the following circumstances:

- Where a straightforward transfer to another school is being sought by the parents/carers
- Where the school believes the pupil is unlikely to succeed in another mainstream school
- The child is not on a school roll
- A child with an EHCP can not be Managed Moved without a change to their EHCP. Looked After Children can be offered a Managed move, but only with the agreement and support of the Virtual School
- Students in Year 11 or last half of Year 10, other than in very exceptional circumstances

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Key contacts

Managed Moves protocol: www.hounsloweducationpartnership.co.uk/members-area

Managed Moves email: managedmoves@hounsloweducationpartnership.co.uk

Contact: **Cormac Bourne**



Introduction

Woodbridge Park Education Service is a multi-site Alternative Provision serving the London Borough of Hounslow from the Early Years Foundation Stage up to Key Stage Five, catering for a variety of pupils who are not able to be educated within a mainstream setting.

- **KS1 Pathways** is a Primary Behaviour Pilot Project set up in partnership with the LA to address the growing needs of primary students who are being referred to the service for intensive intervention programmes. The age groups for this provision range from Reception to Year 2 pupils and it operates along a 6/12-week programme. This provision is currently based at Southville Infant School.
- **KS2** provides education for primary-aged pupils who have been permanently excluded from a Hounslow LA maintained school.
- **The Bridge Outreach** is a service available to all mainstream primary schools in Hounslow. Pupils will have been identified as needing additional support with social, emotional and/or behavioural difficulties. Pupils will have been identified at SEN Support and will have received support and advice from the Early Intervention Service; however, their behaviour is still a cause for concern.
- **The CATE Centre** provides a holistic approach which offers full time education to students until they are able to return to their home school, reintegrate to a new school or move on to a suitable specialist long term educational placement. Hospital School provision within the Starlight Ward at West Middlesex Hospital and Home Tuition is delivered from CATE.

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Key areas of support on offer

The service aims to support schools to:

- Maintain a low percentage of permanent and fixed term exclusions compared to the national average
- Maintain high levels of pupils with Social, Emotional and Mental Health (SEMH) needs in mainstream schools
- Ensure that all pupils referred are provided with support and/or placed in appropriate settings within a reasonable time frame

The Bridge offers:

- A professional, qualified and experienced team of specialists
- Experienced Team Teach trainers
- A wide range of intervention programmes to support pupils
- A wide range of training packages for staff
- A strong collaborative link with a range of services



Service description

Providing support, advice and training to mainstream schools to enhance schools' capacity to promote inclusion, good behaviour and healthy emotional well-being for all pupils with SEMH.

Pathway 1 (Advice/Support)

In-school support - preventing the development of problem behaviour.

Increasing levels of support and specialist help. The emphasis is on building capacity at local level to support learners rather than referring them on. This support tier would be free to schools pending whether they require further specialist support from The Bridge.

Pathway 2 (Outreach)

In-school targeted individual support for pupils with a **McSherry score*** of 60% plus:

* **McSherry score** - Readiness scale for reintegrating children with social, emotional and behavioural difficulties into mainstream classrooms.

- Reducing the frequency, intensity and complexity of incidents of problem behaviour for pupils not responding to whole school behaviour policies
- Providing more focused, intensive outreach support for pupils within a multi-agency approach to tackling often complex problems

Pathway 3 (Preventative Model)

Learners at risk of exclusion, with a McSherry score between 60 and 70%, could be offered anopiopi enrichment programmes at The Bridge. It is usual that a pupil accepted for off-site intervention has already been on the Pathway 2 Outreach Programme.

The cost of a pupil attending the programme is dependent on whether a school subscribes to Pathways.

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Key contacts

Head Teacher: **Ian Berryman**
Email: **iberryman.313@lgflmail.org**
Website: **wpes.org.uk**

Early Help Hub



Introduction

The Hounslow Early Help Offer is a collection of services which aim to provide effective support to families as soon as difficulties start, to prevent them from getting worse. These services cover a range of areas, from parenting to health to education to support for teenagers.



Early Help is an effective first point of contact to offer help and advice.

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Key areas of support on offer

- Early Help Hub can be used effectively as a first point of contact to offer advice and help with concerns and completing CFAN forms
- **TAF** – Team Around the Family*
- **Training** – Contact Early Help for training opportunities
- Early Help Practitioners (EHP)** allocated within East, Central and West localities (*see contact information*)
- **CAPP meetings** – Community Action Partnership Panel*** Create a supportive but accountable forum for practitioners delivering Early Help which secures commitment from a range of community services and the Local Authority to working in partnership for vulnerable families
- Weekly Newsletter called ‘Bitesize’: Headteachers can add/remove themselves from the distribution list

*TAF - For families working with more than two practitioners from different services at the same time, to have a regular conversation together about how things are going and what you all agree the next steps will be. It means that practitioners can work better together as a team to support you because everyone will follow the same plan.

**EHPs can come into your school to speak about the support on offer at events where vulnerable families/groups have been invited, or be invited as part of an INSET day to speak to staff about the role of Early Help within the multi-agency context.

***CAPP meetings take place at East, Central and West localities: Green School, Chatsworth and Reach Academy respectively.



Early Help Hub



Key download and website links

Hounslow Early Help Offer Webpages: www.hounslow.gov.uk/earlyhelp

Hounslow Safeguarding Children Partnership: www.hscb.org.uk

Hounslow Local Offer; Family Services Directory (FSD): www.fsd.hounslow.gov.uk

↓ [Hounslow CFAN Referral Form](#)

↓ [Hounslow early help offer - practitioner resource bank](#)

↓ [Early Help Leaflet for Families](#)

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Key contacts

Duty line: **020 8583 6653**

Business Manager: **Michelle Acheampong**

Office: **020 8583 3381**

Email: Michelle.Acheampong@hounslow.gov.uk

EHP East: **Sarina Dhillon**

Office: **020 8583 3819**

EHP Central: **TBC**

Office: **020 8583 4486**

EHP West: **Chantelle Hall**

Office: **020 8583 2991**



Local Authority Designated Officer (LADO)



Introduction

LADO (local authority designated officer) refers to the specific role of the designated officer employed by the local authority to manage and have oversight of allegations across the children's workforce.

The London Borough of Hounslow is committed to working in partnership with all agencies to ensure the safety and welfare of young people and children in our area.

Despite all efforts to recruit safely there will be occasions when allegations are made of abuse by staff or volunteers against children.



Key areas of support on offer

- Advice
- Enquiries
- Referrals

All referrals and new enquiries to the LADO should be made through the Safeguarding Advice and Allegations Management (SAAM) duty system.



Key download and website links

[LADO referral form](#)

Email box that all new referrals are processed through (Mon-Fri): LADO@hounslow.gov.uk



Key contacts

Local Authority Designated Officer:
Grace Murphy
(Wed – Fri 9am-5pm; contact Duty Line on Mondays & Tuesdays)
Office: **020 8583 4933**
Email: grace.murphy@hounslow.gov.uk

The Emergency Duty Team: **020 8583 2222**
(for out of hours urgent referrals)

LADO/SAAM Duty Line: **020 8583 5730**
(Monday-Friday)

LADO Line Manager: **Lisa Tingle**
Office: **020 8583 2742**
Email: lisa.tingle@hounslow.gov.uk

Governors



Introduction

Hounslow Governor Services offers a range of services, to enable boards to fulfil their strategic role and ensure the best possible outcomes for children and young people in Hounslow.

“The purpose of governance is to provide confident and strong strategic leadership which leads to robust accountability, oversight and assurance for educational and financial performance.”

(DfE Governance Handbook, March 2019)



Key download and website links

Governance Handbook:
www.gov.uk

Governor Hub:
www.governorhub.com



Key areas of support on offer

- Advice and support
- Support in the recruitment of governors
- Reviews of governance
- Training and development sessions for whole governing bodies (one per financial year)
- Termly training programme
- Clerking service (changing from correspondence service & starting in September 2020)
- One-to-one support for new chairs of governors, if requested



Key contacts

Email: governingbodies@hounslow.gov.uk

Lead for Governor Services: **Janet Dique**
Office: **020 8583 5875**
Email: janet.dique@hounslow.gov.uk

Governor Support Officer: **Alix Reeves**
Office: **020 8583 2702**
Email: alix.reeves@hounslow.gov.uk

Governor Training: **Allison Wadden**
Office: **020 8583 4145**
Email: allison.wadden@hounslow.gov.uk

Hounslow Safeguarding Children Partnership



Introduction

Keeping children safe is a shared partnership responsibility with each agency equally fulfilling their role to promote the welfare and safeguarding of children in Hounslow. Effective partnership working requires each agency to commit resources to deliver strategic and operational priorities under Working Together to Safeguard Children 2018 guidance, pan London Child Protection Procedures and local protocols and guidance.

HSCP Statutory Safeguarding Partners are:

- LA Social Care
- Health
- Police
- Education



Key requirements and areas of support on offer

- Where to intervene and at what level – (*see Threshold Guidance*)
- Annual Education Safeguarding Online audit tool
- **MASH** – Multi Agency Safeguarding Hub
- Referral advice and support through the Early Help Hub and Safeguarding advisers
- Collaboration on Child Protection Plans
- Multi-Agency Quality Assurance Programme
- Rich Training Programme & E-Learning: Free to all Hounslow schools (*see HSCP website*)
- Multi-Agency Escalation Policies



Hounslow Safeguarding Children Partnership



Key download and website links

Hounslow Safeguarding Children Partnership: www.hscb.org.uk

↓ [Hounslow Thresholds Guidance & Assessment Protocol 2016](#)

↓ [Hounslow CFAN Referral Form](#)

↓ [Hounslow SCP Multi-Agency Safeguarding Children Arrangements 2019](#)

↓ [HSCP Training Brochure 2019-20](#)

Child & Adolescent Mental Health Service (CAMHS): www.westlondoncamhs.nhs.uk

Email: hounslow.camhs@nhs.net

Contact CAMHS: **020 8483 2050**

Hounslow Education Partnership: www.hounsloweducationpartnership.co.uk



Key contacts

Business Manager: **Joanna Leader**

Office: **020 8583 3068**

Email: Joanna.Leader@hounslow.gov.uk

HSCP Special School & Alternative

Provision Representative: **Ian Berryman**

Email: iberryman.313@lgflmail.org

HSCP Primary Headteacher

Representative: **Kamm Grewal**

Email: head@springwell.hounslow.sch.uk

HSCP Independent Adviser: **Hannah Miller**

Email: via Business Manager

Joanna.Leader@hounslow.gov.uk



Safer Schools Team



Introduction

The Safer Schools Team is made up of a team of Metropolitan Police Officers affiliated to schools across Hounslow and West London. They offer a service that links schools with the police and provide information, training and advice regarding issues around criminality, safeguarding and domestic incidents. The Safer Schools Team, alongside HEP have presented information at Primary Heads conferences. Schools are encouraged to contact the Safer Schools Team to run activities and schemes which are focused mainly towards informing upper primary and secondary pupils.



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Key areas of support on offer

The Safer Schools Team run workshops on:

- Internet Safety & Social Media, including Parents E-Safety
- Road Safety
- Gangs and Knife crime
- Anti Social Behaviour
- Drugs and Alcohol
- After school patrols where necessary

- Information Sharing/Safeguarding
- Hounslow Citizenship Scheme
- Police Cadets (10-18 year olds)

Support Early Years and Key Stage 1 topics such as:

- Stranger Danger
- People Who Help Us

Safer Schools Team



Key download and website links

Volunteer Police Cadets:
vpc.police.uk/be-a-cadet/application-of-interest

Hounslow Citizenship Scheme:
www.hounslow.gov.uk

Metropolitan Police Service:
www.met.police.uk



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Key contacts

Hounslow Schools and Youth Sergeant: **Sergeant Dave Turtle 168WA**
Mobile: **07867 165 715**
Email: **David.Turtle@met.pnn.police.uk**

Safer Schools Officer: **PC Adam Justice 1332WA**
Mobile: **07917 243 520**
Email: **Adam.Justice@met.pnn.police.uk**

Prevent Education Officer: **Karmjit Rekhi**
Mobile: **07976 721 119**
Email: **Karmjit.Rekhi@hounslow.gov.uk**

Community Inclusion and Participation Manager (Prevent & Counter Extremism Lead): **Joan Conlon**
Office: **020 8583 2197**
Mobile: **07976 757 856 (EMERGENCY ONLY)**
Email: **joan.conlon@hounslow.gov.uk**



Introduction

The School Effectiveness Service offers cross-phase advice and support to schools in Hounslow. An on-going dialogue with Hounslow's schools, including a 'search & response' model, means that this service can provide timely and effective support. Schools receive a Local Authority Categorisation letter annually, at the end of the autumn term, which can identify areas of support if needed, and also encourages transparency. The service analyses data, peer challenge reports and annual discussion reports of non-peer challenge schools, to inform the categorisation, as well as other factors, such as a substantial change in the SLT. Support for schools is determined by need.



Key areas of support on offer

- School Improvement
- Support for schools causing concern
- Advice regarding Headteachers and Senior Leaders, including Headteacher recruitment
- Governing Board Support Service
- Elective Home Education
- Traveller Education
- NQT Induction
- School Workforce Development Team & CPD
- SEN and Sensory Support including hearing, vision and physical impairments
- SEND Centres/Resource Provisions advice and support
- New SENDCO recruitment support and induction.
- Statutory Assessment across Key Stage 1 and Key Stage 2 including phonics and moderation
- CPD support through networks and forums
- Networks and Forums for SEN and CPD support



Key download and website links

Partnership work with HEP:
www.hounsloweducationpartnership.co.uk

SEN overview of services:
www.hounslow.gov.uk

Governor Hub: www.governorhub.com



Key contacts

Senior Primary Education Adviser: **Akwai Gill**
Office: **020 8583 2606**
Mobile: **07977 529 957**
Email: Akwai.Gill@hounslow.gov.uk

Primary Adviser: **Jatinder Virk**
Office: **020 8583 2243**
Email: Jatinder.Virk@hounslow.gov.uk

Lead for Governor Services: **Janet Dique**
Office: **020 8583 5875**
Email: janet.dique@hounslow.gov.uk

SEND Adviser: **Georgina Herry**
Mobile: **07816 067 852**
Email: Georgina.herry@hounslow.gov.uk

School Workforce & Development Team & CPD

Senior Recruitment Manager: **Louise Butt**
Office: **020 8583 4146**
Mobile: **07890 536 335**
Email: Louise.Butt@hounslow.gov.uk

CPD & Training: **Allison Wadden**
Office: **020 8583 4145**
Email: allison.wadden@hounslow.gov.uk

Introduction

The Early Years and Childcare Service works on behalf of the council to perform statutory duties which include:

- Improve the outcomes of all children up to 5 and reduce inequalities between them
- Assess the local childcare market and secure sufficient childcare from 0 – 14
- Secure sufficient 15-hour free early education and childcare places for all 3 and 4 year olds, and an additional 15 hours for eligible children
- Secure sufficient free early learning and childcare for disadvantaged 2 year old children, according to eligibility
- Implement the EYFS and support providers in delivering high quality integrated early education and care for children from birth to age 5
- Provide information, advice and assistance to parents and prospective parents on the provision of childcare in their area



Key areas of support on offer

- Developing high quality Foundation Stage provision
- Support with Early Years Foundation Stage profile assessments – securing accurate judgements
- Review of progress and attainment and associated improvement plan
- Advice and guidance on the free early learning entitlements for disadvantaged 2 year olds and 3 and 4 year olds, including the 30 hour offer
- Early Years termly training programme
- Links with Children Centre programmes
- Support with Out of School Hours provision – Breakfast Clubs, After School and Holiday Clubs
- Advice and guidance on all matters relating to childcare



Key download and website links

Family Services Directory hosts a wealth of information including the Local Offer, Early Help, Activities for families, and signposting to a range of professional services:
www.hounslow.gov.uk/fsd

Access to national and local guidance and example practice templates:
www.hounslow.gov.uk/EYDOCS



Key contacts

Head of Early Years and Childcare: **Chrissie Elam**
Office: **020 8583 6279**
Email: chrissie.elam@hounslow.gov.uk

Strategic Lead for Childcare Sufficiency:
Angela Doidge-Nelson
Office: **020 8583 4294**
Email: Angela.Doidge-Nelson@hounslow.gov.uk

Early Years Advisory Team Leader: **Jan Milstead**
Office: **020 8583 2734**
Mobile: **07507 686 254**

Strategic Lead for Children Centres: **Sandra Jones**
Mobile: **07951 029 905**
Email: Sandra.Jones1@hounslow.gov.uk



Special Educational Needs and Disability (SEND)



Introduction

The SEN and Disability offer comprises of a number of services and teams that cover the 0-25 age range for children and young people with special educational needs and/or disabilities (SEND) and performs statutory duties on behalf of the Council.



Key areas of support on offer

EHC assessment and review team

- Coordinate the EHC needs assessment and review pathway
- Administration of annual reviews and requests for change of placements
- Coordinate phase transfer between settings for children and young people with EHC plans
- Responsible for the placement of children and young people with EHC plans

Educational Psychology Service

- EPs in Hounslow visit nurseries, schools, colleges and specialist settings regularly. We meet with teachers, parents/carers and often children and young people themselves, to gain an understanding of the child or young person's strengths and the barriers to their learning/ education, including their emotional well-being
- Liaise and/or work in partnership with other agencies and professionals who are supporting a child or young person
- Work together with those who know the child or young person well on learning programmes and/or strategies to meet individual needs
- Sometimes undertake individual assessment of a child/young person to gain a clearer picture of the current situation
- Advise parents about managing difficulties at home that may be affecting the child in their school or setting

- Formal role in contributing to the statutory assessment of children and young people with severe and complex needs for their Education Health and Care Plan

Advisory Teachers

- Specialist support and advice for children 0-19 with hearing, visual, physical needs or complex medical conditions
- Assessment of a child's sensory and physical disability needs
- Training (including mentoring teachers undergoing training in hearing, visual and multi-sensory impairment)
- Advice and information
- Classroom, curriculum and access support
- Specialist equipment guidance
- Service for pre-school children with complex disabilities

SEND Adviser

- Works as part of the School Effectiveness Team but has close liaison with SEND service
- Liaison with Hounslow Education Partnership
- Leads on SEN support developments including training and development for schools
- Coordinates the SENDCO forum
- Quality Assurance of specialist provision

Special Educational Needs and Disability (SEND)



Key download and website links

SEN and Disability 0-25 years Code of Practice:
www.gov.uk

Hounslow Local Offer:
fsd.hounslow.gov.uk

SEN and Disability Information, Advice and Support Service (SENDIASS):
fsd.hounslow.gov.uk

Disagreement and Resolution Service:
www.kids.org.uk/mediation-info



Key contacts

Assistant Director (Interim) Special Educational Needs and Disability: **Annita Cornish**
Office: **020 8583 2850**
Email: Annita.cornish@hounslow.gov.uk

Principal Educational Psychologist and link with CAMHS: **Helen Booth**
Office: **020 8583 4188**
Email: helen.booth@hounslow.gov.uk

EHC assessment and review team manager: **Irene Carbin**
Office: **020 8583 5726**
Email: Irene.carbin@hounslow.gov.uk

SEND Adviser: **Georgina Herry**
Email: georgina.herry@hounslow.gov.uk

SEN Specialist Support (HI/ VI/ PD)
Office: **020 8583 2874**
Email: enquiries.senss@hounslow.gov.uk

School Organisation and Access to Education



Introduction

The School Organisation and Access to Education department works on behalf of the council to perform statutory duties for:

- Education Welfare Service
- Fair Access and Inclusion
- Children Missing Education
- Admissions and School Organisation

Operation Encompass:

This initiative reports to school prior to 9.00am the following day when a child or young person has been involved in, or been exposed to, a domestic incident involving the police. The information is passed to a trained 'Key Adult' usually the DSL or the Headteacher within the school. The child or young person can then be appropriately supported.

School Organisation and Access to Education



Key download and website links

Hounslow Council Admissions: www.hounslow.gov.uk/info/20026/school_admissions

Term and Holiday Dates: www.hounslow.gov.uk

↓ [Hounslow CFAN Referral Form](#)

↓ [Fair Access Operational Guide](#)

DfE Guidance

School Admission Code: www.gov.uk/government/publications/school-admissions-code

Exclusions Code: www.gov.uk/government/publications/school-exclusion

Attendance: www.gov.uk/government/publications/school-attendance

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Key areas of support on offer

Education Welfare Service. Fair Access and Inclusion:

- Managing assessment and intervention following a referral
- Managing effective interventions to improve attendance of individual pupils including School Attendance Panel and submission of written evidence to court
- Representation on school attendance on a number of inter-agency meetings and forums
- Early identification and regular review between Educational Welfare Service and school staff
- MASH – Multi Agency Safeguarding Hub
- Child entertainment and licensing
- Attendance Fixed Penalty Notices (FPN)
- Fair Access Placements via Fair Access Panel (Exclusions)
- Support with the Exclusions process
- Children Missing Education, safeguarding of pupils through on and off rolling

Admissions and School Organisation:

- Coordinate the annual admission application process for Primary and Secondary Schools via PAN London
- Offer of places ensuring there are enough school places for every child in Hounslow
- Annual consultation and determination of Primary and Secondary Community School admission arrangements
- Production of pupil projections - forecasting demand against supply
- School organisation – opening/closing/merging schools; changes to capacity; unregistered schools
- Consultation and determination of Community School term and holiday dates

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Key contacts

Head of School Organisation and Access to Education: **Sheena Poley**
Office: **020 8583 2640**
Email: Sheena.Poley@hounslow.gov.uk

Inclusion Manager and Lead for Encompass: **Jan Hedges**
Office: **020 8583 2722**
Email: jan.hedges@hounslow.gov.uk

Access to Education Team Leader (Exclusions and Fair Access): **Hilary Baker**
Office: **020 583 2784**
Email: Hilary.Baker@hounslow.gov.uk

Educational Welfare Service Team Leader: **Marie Hosain**
Office: **020 8583 3049**
Email: marie.hosain@hounslow.gov.uk

Senior Officer of School Organisation: **Catherine Pinto**
Office: **020 8583 2872**
Email: catherine.pinto@hounslow.gov.uk

Primary Admissions Team Leader: **Jo Murray**
Office: **020 8583 2652**
Email: jo.murray@hounslow.gov.uk

Project Officer: **Annie Haines**
Office: **020 8583 5017**
Email: annie.haines@hounslow.gov.uk



Introduction

HR provides a comprehensive service including the provision of advice and support from pre-employment guidance to termination of employment and pensions.

HR works closely with our outsourced payroll provider **Liberata**. Liberata handle HR transactional functions including recruitment, payroll and pensions administration.



Get reliable advice
and up-to-date
expertise whenever
you require it.

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Key areas of support on offer

The Hounslow Staffing Employment and HR Advisory Service provides guidance regarding:

- HR policies and procedures
- Current laws and legal compliance
- Recruitment including advice and assistance with leadership recruitment
- Employment contracts

HSCP Statutory Safeguarding Partners are:

- Sickness and absence
- Disciplinary
- Grievance
- Capability

HR offers:

- Training and performance appraisal
- Advice on recruitment panels for leadership roles
- Job evaluation for non-teaching roles



Key download and website links

Hounslow Local Offer; Family Services Directory (FSD): www.fsd.hounslow.gov.uk

Hounslow Services for Schools: www.hounslowservicesforschools.co.uk
Email: servicesforschools@hounslow.gov.uk



Key contacts

Interim HR Business Partner for Schools:

Valerie Todd (FCIPD)

Office: **020 8583 3366**

Mobile: **07533 637 239**

Email: valerie.todd@hounslow.gov.uk

HR Services for Schools – general enquiries:

Office: **020 3949 7738**

Email: schoolshr@hounslow.gov.uk



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Recruitment



Introduction

The Recruitment and Retention service is run by members of the School Effectiveness team, offering Hounslow schools strategic support with vacancies, staffing and areas affecting workforce retention. The service is available to all Hounslow schools and aims to provide value-for-money recruitment solutions to combat the costs of mainstream and private recruitment services.



Key areas of support on offer

- Dedicated recruitment website, teaching jobs page and employer branding, including across social media
- Highly successful annual NQT recruitment campaign in partnership with local Universities
- Talent Pools of experienced staff interested in Hounslow
- Lower cost advertising on education and public sector job boards
- Vacancy and retention monitoring, including exit surveys and interviews
- The Hounslow School Workload Charter - supporting schools to be workload and wellbeing aware
- Certificate of Sponsorship (right to work) processing and advice

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Key download and website links

To find out more and to buy into the Recruitment service, please visit:
www.hounslowservicesforschools.co.uk
www.workinhounslowschools.org.uk
Follow @TeachHounslow



Key contacts

Senior Recruitment Manager:
Louise Butt
Office: 020 8583 4146
Email: louise.butt@hounslow.gov.uk

Continuous Professional Development (CPD)



Introduction

The Continuous Professional Development (CPD) service is run by the Schools Workforce Development Team as part of the School Effectiveness function. The service supports teaching and school staff throughout their career – from NQT through to Senior Leader. The team work closely alongside Governor training, external partners and other LA services to provide a comprehensive and responsive programme of training. Schools can purchase training through an annual SLA or on a pay-as-you-go basis.



Key areas of support on offer

- Hounslow Professional Development Centre (HPDC) based in Isleworth as a core base for staff training
- Dedicated Schools CPD website and online booking www.hounslowcpd.org.uk
- Comprehensive NQT Induction training programme, including school-based sessions
- Safeguarding training
- Middle and Senior Leader support
- First Aid and Paediatric First Aid training
- School Business Manager and Subject Leader networks

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Key download and website links

To find out more and to buy into the CPD service, please visit:
www.hounslowservicesforschools.co.uk
www.hounslowcpd.org.uk



Key contacts

Senior Recruitment Manager:
Louise Butt
Office: 020 8583 4146
Email: louise.butt@hounslow.gov.uk

Centre Manager HPDC: **Allison Wadden**
Office: 020 8583 4145
Email: Allison.wadden@hounslow.gov.uk

Or contact the team at:
Email: cpd@hounslow.gov.uk



Introduction

The London Borough of Hounslow (LBH) and its community schools have a shared responsibility to ensure the health, safety and wellbeing of staff, pupils and others (Health & Safety at Work Act 1974)

LBH, as the employer, has overall responsibility for health and safety in its community schools.

Day-to-day responsibility for local risk management and compliance with statutory requirements is delegated to the Headteacher and governing body. Although community schools have a degree of autonomy in this respect, they are still required to follow the directives, policies, procedures and guidance issued by LBH to ensure compliance with the law and the LA's specific health and safety standards.

The Headteacher must appoint a member of staff with the necessary competence, aptitude and positional authority to the post of Health and Safety coordinator, to assist them with health and safety matters. If not appointed, this post will fall, by default, to the Headteacher. A lead health and safety governor should also be appointed.

LBH will provide a core health and safety service to all community schools under two broad categories:

- Health and Safety Advice
- Health and Safety Monitoring

This service is sufficient to allow LBH to meet its statutory duties and to support schools in meeting their delegated duties.



Key areas of support on offer

Advice:

- Telephone and e-mail advisory service provided by a dedicated school's health and safety adviser
- Provision of overarching health and safety policies, procedures and guidance
- Completing Risk Assessments
- Safe planning and implementation of school trips
- Training requirements, including the provision of a range of in-house and outsourced training
- Preventative measures following incidents and accidents

Monitoring:

- Mandatory online school trip management system
- Mandatory online incident reporting system for all staff and visitor incidents and all serious pupil incidents
- Notification of RIDDOR reportable incidents on the school's behalf and liaison with HSE inspectors as necessary
- Health and Safety audit every three years with more regular desktop/mini audits for information gathering
- Annual Governors Health and Safety Review



Key download and website links

Health & Safety Service Specification 2020-2021:

www.hounsloweducationpartnership.co.uk/health-and-safety

Online incident reporting and school trip notification:

hounslow.info-exchange.com (click to access site; save to favourites/toolbar after first login)

hounslow.info-exchange.com (direct access to remote form to report an accident; no need to login)

Hounslow Services for Schools Website: www.hounslowservicesforschools.co.uk

Request Access (need to be registered and have a login)

Existing users can request a new user account from the school profile page once they have logged in.

To purchase service from LBH complete the **New School Enquiry form**.

For account enquiries, lost logins, etc. contact using **User Account Enquiry**



Key contacts

Corporate Health & Safety Adviser:

Adam Stonely

Office: **020 8583 2610**

Mobile: **07970 843 208**

Email: Adam.Stonely@hounslow.gov.uk

General Health & Safety Advice and Guidance:

Office: **020 8583 2167**

Email: health.safety.askus@hounslow.gov.uk

Head of Health & Safety Service:

Geraldine Austen-Reed

Office: **020 8583 2173**

Mobile: **07816 070 688**

Email: geraldine.austen-reed@hounslow.gov.uk

Corporate Asbestos Manager: **Robin Francis**

Office: **020 8583 6078**

Mobile: **07970 383 732**

Email: Robin.Francis@hounslow.gov.uk

Introduction

The Corporate Property team provide a comprehensive, multi-disciplinary building design and project management service for the council's corporate property portfolio which also includes its schools.

The team manages projects including contract and financial management. Its **Asset Management Plan (AMP)** contains premises information on school condition, suitability, sufficiency and CAD/floor plans, using the **TF Cloud** management database.

Corporate Property ensures **ESFA School Condition Allowance** capital funding for LA maintained schools targets priority projects. The delegation of **Devolved Formula Capital** means that schools have a greater stake in management of premises and responsibility for capital projects under £15,000. Above all, schools need to ensure that they have made adequate arrangements to meet their statutory responsibilities.

We work closely with other departments in Hounslow that provide premises-related services and can help signpost you to the appropriate teams.



Key areas of support on offer

- Professional advice on building and construction matters
- Construction Design and Management (CDM) advice and services
- Energy Management Services: Feed-in Tariffs (FiTs), renewable energy and energy certificates
- Facilities Management Services: service contracts, contractor performance management, 24/7 reactive helpdesk services
- Valuations of land and property and any landlord and tenant matters
- Compiling, managing and maintaining a LA-wide Asset Management Plan (AMP) database for all schools
- Project management- minor and major projects
- Feasibility studies, building surveying & architectural services
- TF Cloud – online cloud system premises database for school surveys, CAD plans, asbestos, fire risk assessment, compliance certificates & service reports. All LA maintained schools have access to TF – username and passwords have been issued



Key download and website links

https://www.hounslow.gov.uk/info/20070/business/1205/corporate_property

https://www.hounslow.gov.uk/info/20070/business/1205/corporate_property/2

TF Cloud: <https://tfcloud-hounslow.technologyforge.com/login>

Contact for TF Username & Passwords:

Ikram Warsame - Projects & Programme Co-Ordinator

Office: **020 8583 4999**

Email: Ikram.warsame@hounslow.gov.uk



Key contacts

Corporate property:

Capital Maintenance Programme, Capital Projects Delivery.

Head of Capital Projects and Delivery:

Bob Seera

Office: **020 8583 2547**

Email: Bob.seera@hounslow.gov.uk

Projects and Programme Manager:

Sarah Walker

Office: **020 8583 2602**

Email: Sarah.Walker@hounslow.gov.uk

Property-related matters managed by other departments:

Energy Management Services

Energy Manager: **Charles Pipe**

Office: **020 8583 2485**

Email: Charles.Pipe@hounslow.gov.uk

Facilities Management

(Service contracts/premises maintenance)

Property Services Manager: **Jyothi Ramesh**

Office: **020 8583 4249**

Email: Jyothi.Ramesh@hounslow.gov.uk

Helpdesk (responsive repairs)

Email: FacilitiesManagementHelpdesk@hounslow.gov.uk

Office: **0208 583 6464**

Introduction

The Schools Finance Team's key responsibilities:

- To ensure that the grant funding received from Government is passed on to schools correctly and that all transaction between schools and the local authority are correctly accounted for within the financial systems of each
- Reporting the financial position in relation to the Dedicated Schools Grant to the schools forum on a regular basis
- Completing a number of grant returns to central government to confirm that all types of grant funding relating to schools has been correctly allocated in line with the Government Regulations



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Key areas of support on offer:

- Provide advice on Schools Finance regulations
- Prepare regular reports for the schools forum – including DSG budget setting and monitoring
- Ensure Government funding is correctly allocated to schools
- Provide guidance to schools on year-end closing of accounts
- Issue monthly Agresso reports to schools
- Process monthly reimbursement claims from schools
- Request and collate various schools' returns in line with Government Finance regulations - eg budget plans



Key download and website links

Schools Finance Regulations: www.hounslow.gov.uk

Link to Schools Forum reports and minutes: democraticservices.hounslow.gov.uk



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Key contacts

Finance Manager – Schools Education & Early Intervention: **Sheilender Pathak**
Office: **020 8583 2427**
Email: Sheilender.Pathak@hounslow.gov.uk

Schools Finance Team – general enquiries:
Email: SchoolsFinanceSupport@hounslow.gov.uk

The Prevent Strategy



Introduction

Prevent is part of Central Government's counter terrorism strategy **CONTEST**. "Safeguarding vulnerable people from radicalisation is no different from safeguarding them from other forms of harm". **The Prevent Strategy** aims to stop people becoming radicalised and being drawn into terrorism in all its forms. Hounslow has a statutory duty to "...have due regard to the need to prevent people from being drawn into terrorism". In Hounslow our Prevent Team is part of the **Community Partnerships Unit**.

The team focuses on three key areas:

- Responding to the ideological challenge of terrorism and the threat from those who promote it
- Preventing individuals from being drawn into terrorism and ensuring that they are given appropriate advice and support
- Working with sectors and institutions where there are risks of radicalisation that we need to address.

Channel is a programme which provides support at an early stage to people who are vulnerable to being drawn into terrorism. Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism and potentially take part in illegal terrorist activities.

The Prevent Strategy



Key download and website links

CONTEST: www.gov.uk/government/collections/contest

The Prevent Strategy: www.gov.uk/government/publications/prevent-strategy-2011

Statutory Guidance: www.gov.uk/government/publications/prevent-duty-guidance

Community Partnership Unit: www.hounslow.gov.uk/info/20047/voluntary_services/1459/community_partnership_unit

Online Prevent Training:
www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html
www.elearning.prevent.homeoffice.gov.uk/preventreferrals
www.elearning.prevent.homeoffice.gov.uk/channelawareness

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Key areas of support on offer

The Prevent Education Officer offers:

- Support to schools around Prevent
- Prevent training
- Up to date contact details of the Prevent Team
- Information on referral pathways
- Prevent-related projects in schools
- Workshops around radicalisation/grooming/online safety etc.



Key contacts

Prevent Education Officer: **Karmjit Rekhi**
Office: **020 8583 4146**
Mobile: **07976 721 119**
Email: Karmjit.Rekhi@hounslow.gov.uk

Prevent Lead for London Borough of Hounslow: **Joan Conlon**
Mobile: **07817 079 190**
Email: joan.conlon@hounslow.gov.uk

Prevent Coordinator & Home Office Intervention Provider: **Najeeb Ahmed**
Mobile: **07890 540 433**
Email: najeeb.ahmed@hounslow.gov.uk



London Borough of Hounslow Directory for Schools



DIRECTORS

Executive Director Children's and Adults' Services	Steven Forbes		steven.forbes@hounslow.gov.uk
PA (Interim)	Karen Blake	020 8583 3002	karen.blake@hounslow.gov.uk
Interim Assistant Directors Education and Early Intervention	Vicki Taylor (Education & Skills)	020 8583 6903	vicki.taylor@hounslow.gov.uk
	Annita Cornish (SEN & Disability)	020 8583 2850	annita.cornish@hounslow.gov.uk
PA	Sonia Mall	020 8583 2903	sonia.mall@hounslow.gov.uk
Interim Assistant Director Operational Children's Safeguarding and Specialist Services	Martin Forshaw		martin.forshaw@hounslow.gov.uk
PA	Karen Blake	020 8583 3002	karen.blake@hounslow.gov.uk

EDUCATION AND EARLY INTERVENTION – SENIOR OFFICERS

Head of Early Years and Childcare	Chrissie Elam	020 8583 6279	chrissie.elam@hounslow.gov.uk
Head of School Organisation and Access to Education	Sheena Poley	020 8583 2640	sheena.poley@hounslow.gov.uk
Head of Transport Co-ordination	Mandy Walker	020 8583 5468	mandy.walker@hounslow.gov.uk
Principal Educational Psychologist	Helen Booth	020 8583 4188	helen.booth@hounslow.gov.uk
Senior Education Adviser – Secondary	David Brockie	07905 947415	david.brockie@hounslow.gov.uk
Senior Education Adviser – Primary	Akwai Gill	020 8583 2606	akwai.gill@hounslow.gov.uk
Primary Adviser	Jatinder Virk	020 8583 2743	jatinder.virk@hounslow.gov.uk
SEND Adviser	Georgina Herry	07816 067852	georgina.herry@hounslow.gov.uk

SPECIALIST SERVICES – SENIOR OFFICERS

Head of Corporate Parenting	Heather Brown (Interim)	020 8583 3817	heather.brown@hounslow.gov.uk
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London Borough of Hounslow Directory for Schools



Head of Families First and Intensive Support and Adolescent Services	Phil Hopkins	020 8583 6482	phil.hopkins@hounslow.gov.uk
Head of Governor Support	Janet Dique	020 8583 5875	janet.dique@hounslow.gov.uk
Head of Front Door and Intake	Priscilla Kurewa (Interim)	020 8583 3338	priscilla.kurewa@hounslow.gov.uk
Head of Children's Performance and Data	Sean Hayes	020 8583 6261	sean.hayes@hounslow.gov.uk
Head of Safeguarding and Quality Assurance	Elizna Visser (Acting)	020 8583 3685	elizna.visser@hounslow.gov.uk
Head of Safeguarding and Support	Jennifer Hopper	020 8583 3369	jennifer.hopper@hounslow.gov.uk

DIRECTORY (arranged alphabetically)

Business Support Manager First point of contact for Schools	Debbie Noad	020 8583 2878	debbie.noad@hounslow.gov.uk
Major Emergencies - terrorist attack, bomb threat, fire, explosion, evacuation or closure	Debbie Noad	020 8583 2878 020	debbie.noad@hounslow.gov.uk
	Heidi Shearn	8583 3112	heidi.shearn@hounslow.gov.uk
	Outside office hours: 5pm – 9am	020 8583 2222	schoolsemergencies@hounslow.gov.uk
	The out of hours number is through Linkline: 020 8583 2222 , ask for the Emergency Duty Officer and you will be put through to Contingency Planning or wider on-call team.		
0-25 Disability Team	Maxine Sutherland	020 8583 3537	maxine.sutherland@hounslow.gov.uk
14-19 Service/Connexions	David Scott	020 8583 4158	david.scott@hounslow.gov.uk
Access to Education Team Leader	Sean Hayes	020 8583 6261	sean.hayes@hounslow.gov.uk
(Exclusions, CME, Child Entertainment and Employment)	Hilary Baker	020 8583 2784	hilary.baker@hounslow.gov.uk educationwelfare@hounslow.gov.uk cme@hounslow.gov.uk exclusions@hounslow.gov.uk
Admissions	General	020 8583 2711/2721	admissions@hounslow.gov.uk
Adoption Team	Duty Team	020 8583 3437	adoption.duty@hounslow.gov.uk
Asset Team (Buildings)	General	020 8583 5422	asset.management@hounslow.gov.uk



London Borough of Hounslow Directory for Schools



AV Services	Gary Burnham	020 8583 2960	av.services@hounslow.gov.uk
Chartwells Catering	General	020 8751 6920	
Children’s Social Care	Social Care team (Interim)	020 8583 6600 Children’s Services Option 1 existing open cases. Option 3 new referrals	childrensocialcare@hounslow.gov.uk
	Duty Manager (West)	020 8583 3257	
	Duty Manager (East)	020 8583 4573	
Connexions Enquiries	Carol Black	020 8583 5151	carol.black@hounslow.gov.uk
Early Years and Childcare	Christine Hicks	020 8583 2436	christine.hicks@hounslow.gov.uk
Educational Psychology Service	Raquel Morandarte	020 8583 4188	edpsychs@hounslow.gov.uk
Education Welfare Team Leader and Attendance Support Team	Marie Hosain	020 8583 3049	marie.hosain@hounslow.gov.uk
Elective Home Education Enquiries	Anahid Avakyan	020 8583 5419	ElectiveHomeEducation@hounslow.gov.uk
Emergency Planning - General	Twm Palmer	020 8583 5111	contingency.planning@hounslow.gov.uk
Emergency Planning -			
Children’s & Adults’ Services	Gary Wilsher	020 8583 5678	gary.wilsher@hounslow.gov.uk
Family Information Service	General	020 8583 3470	fis@hounslow.gov.uk
Finance Manager (Schools)	Sheilender Pathak	020 8583 6115	sheilender.pathak@hounslow.gov.uk
Fostering	Duty Team	020 8583 3426	fostering.duty@hounslow.gov.uk
Free School Meals	General	020 3949 7743 020 3949 7746	schoolmeals@hounslow.gov.uk
Governor Support and Training	General	020 8583 2702	governingbodies@hounslow.gov.uk
Health and Safety	Adam Stonely	202 8583 2610	adam.stonely@hounslow.gov.uk
Hounslow Professional Development Centre	Allison Wadden	020 8583 4190	allison.wadden@hounslow.gov.uk
Hounslow Services for Schools	General		servicesforschools@hounslow.gov.uk www.hounslowservicesforschools.co.uk
HR Business Partner	Valerie Todd	020 8583 3366	valerie.todd@hounslow.gov.uk
HR Services for Schools	General	020 3949 7738	schoolshr@hounslow.gov.uk

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ICT – Platinum ICT	General/SIMS	020 8583 4161	platinumICT@hounslow.gov.uk
Inclusion Manager	Jan Hedges	020 8583 2772	jan.hedges@hounslow.gov.uk
Insurance	Naren Lathigra	020 8583 2346	naren.lathigra@hounslow.gov.uk
Late Entry Team	Duty Team	020 8583 3578	donna.howard@hounslow.gov.uk
Leaving Care Team	Duty Team	020 8583 7347 020 8583 4580	cfleavingcare@hounslow.gov.uk
NQT Co-ordinator	Jatinder Virk	020 8583 2743	jatinder.virk@hounslow.gov.uk
Payroll Services for Schools	General	020 3949 7742	schoolspayroll@hounslow.gov.uk
Pensions	General	01325 746031	hounslow.pensions@capita.co.uk
Performance and Data Team (Team Manager for Education & Early Intervention)	Tom Berry	020 8583 2362	tom.berry@hounslow.gov.uk
Performance and Data Team (Education Analyst)	Neal Richards	020 8583 2617	neal.richards1@hounslow.gov.uk
Performance and Data Team (Education Analyst)	Nikita Khasriya	020 8583 3084	nikita.khasriya@hounslow.gov.uk
Performance and Data Team (Early Intervention & SEND)	Simi Cherian	020 8583 2593	simi.cherian@hounslow.gov.uk
Performance and Data Team (LAC & Vulnerable Groups Analyst)	Lorna Harrison	020 8583 4031	lorna.harrison@hounslow.gov.uk
Performance and Data Team (Families First Analyst)	Bhav Makwana	020 8583 2884	bhav.makwana@hounslow.gov.uk
Performance and Data Team (Families First Analyst)	Joe Sanders-Wilde	020 8583 2727	joe.sanders-wilde@hounslow.gov.uk
Performance and Data Team (Team Manager for Children’s Social Care)	Daniel Stacey	020 8583 3135	daniel.stacey@hounslow.gov.uk
Performance and Data Team (Children’s Social Care Analyst)	Nelly Hilmane	020 8583 4753	nelly.hilmane@hounslow.gov.uk
Placements	Duty Team	020 8583 3448	placements.duty@hounslow.gov.uk
Portage	General	020 8583 6270	portage@hounslow.gov.uk
Recruitment	Louise Butt	020 8583 4146	louise.butt@hounslow.gov.uk



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School Uniform Grants Service	General	020 3949 7746	uniform.grants@hounslow.gov.uk
SEN	General	020 8583 2672 020 8583 2624	sen@hounslow.gov.uk
SEN Specialist Support	General	020 8583 2874	enquiries.senss@hounslow.gov.uk
SEND IASS Co-ordinator	General	020 8583 2607	
Through Care Team Manager	Chatura Patil	020 8583 3296	chatura.patil@hounslow.gov.uk
Through Care Team	Duty Line	020 8583 3173	throughcareteam@hounslow.gov.uk
Through Care Team, Safeguarding & Intake Emergency Duty	Out of Hours	020 8583 2222	
Traveller Education	Aleksandra Kovac	020 8583 5472 020 8583 3915	travellereducation@hounslow.gov.uk
Virtual College	Kate Elliott	020 8583 2745	kate.elliott@hounslow.gov.uk
Youth Offending Service	General	020 8583 6363	youthoffendingservice@hounslow.gov.uk
Contact for updates of Directory for Schools	Anahid Avakyan	020 8583 5419	anahid.avakyan@hounslow.gov.uk

SAFEGUARDING

First Point of Contact New referrals/all new enquiries to the LADO should be made through the Safeguarding Advice and Allegations Management (SAAM) duty system	LADO/ SAAM Duty Line	020 8583 5730	LADO@hounslow.gov.uk
Safeguarding Adviser, LADO	Grace Murphy	020 8583 4933	grace.murphy@hounslow.gov.uk
Safeguarding and QA, LADO Line Manager	Lisa Tingle	020 8583 2742	lisa.tingle@hounslow.gov.uk
Emergency Duty	Out of Hours	020 8583 2222	

Glossary of Acronyms

Agresso	Tool used by Schools Finance Team for monthly reporting	HSCP	Hounslow Safeguarding Children Partnership
AMP	Assessment Management Plan	LA	Local Authority
Anopiopi	An enrichment programme used in Pathway 3's preventative model at The Bridge (See Woodbridge Park Education Service)	LADO	Local Authority Designated Officer
		LBH	London Borough of Hounslow
		MASH	Multi Agency Safeguarding Hub
CAMHS	Child and Adolescent Mental Health Service	McSherry Score	Readiness scale for reintegrating children with social, emotional and behavioural difficulties into mainstream classrooms
CAPP	Community Action Partnership Panel	NQT	Newly Qualified Teacher
CATE	Continuing Access to Education Service (See Woodbridge Park Education Service)	QA	Quality Assurance
CFAN	Child and Family Assessment/Notification	RIDDOR	Reportable Injuries, Diseases and Dangerous Occurrences Regulations
CME	Children Missing Education	SAAM	Safeguarding Advice and Allegations Management
CONTEST	Counter Terrorism Strategy	SAP	School Attendance Panel
CPD	Continued Professional Development	SEMH	Social, Emotional and Mental Health
CPU	Community Partnership Unit	SEND	Special Educational Needs and Disability
DfE	Department for Education	SENDIASS	SEN and Disability Information, Advice and Support Service
DSG	Dedicated Schools Grant	SLA	Service Level Agreement
EHC	Education Health Care	SLIGs	School-Led Improvement Group - Secondary
EHP	Early Help Practitioners	SLIPs	School-Led Improvement Group - Primary
EP	Educational Psychologist	SLT	Senior Leadership Team
EWS	Education Welfare Service	SWDT	School Workforce Development Team
EYFS	Early Years Foundation Stage	TAF	Team Around the Family
FAP	Fair Access Panel	TFCloud	Online cloud system premises database (see Corporate Property)
FiTs	Feed-in Tariffs	VPC	Volunteer Police Cadets
FPN	Fixed Penalty Notices	VSSG	Vulnerable Student and SEND Group
FSD	Family Services Directory		
HEP	Hounslow Education Partnership		
HPDC	Hounslow Professional Development Centre		
HR	Human Resources		





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