



Hounslow Education Partnership
Secondary

The Headteacher Handbook

Introduction to the Secondary Headteacher Handbook

Welcome to the Secondary 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 where relevant and applicable
- 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 Secondary Headteacher Handbook. In addition, the digital version will be reviewed and updated every 6 months which Headteachers will be able to access in the Resources 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.

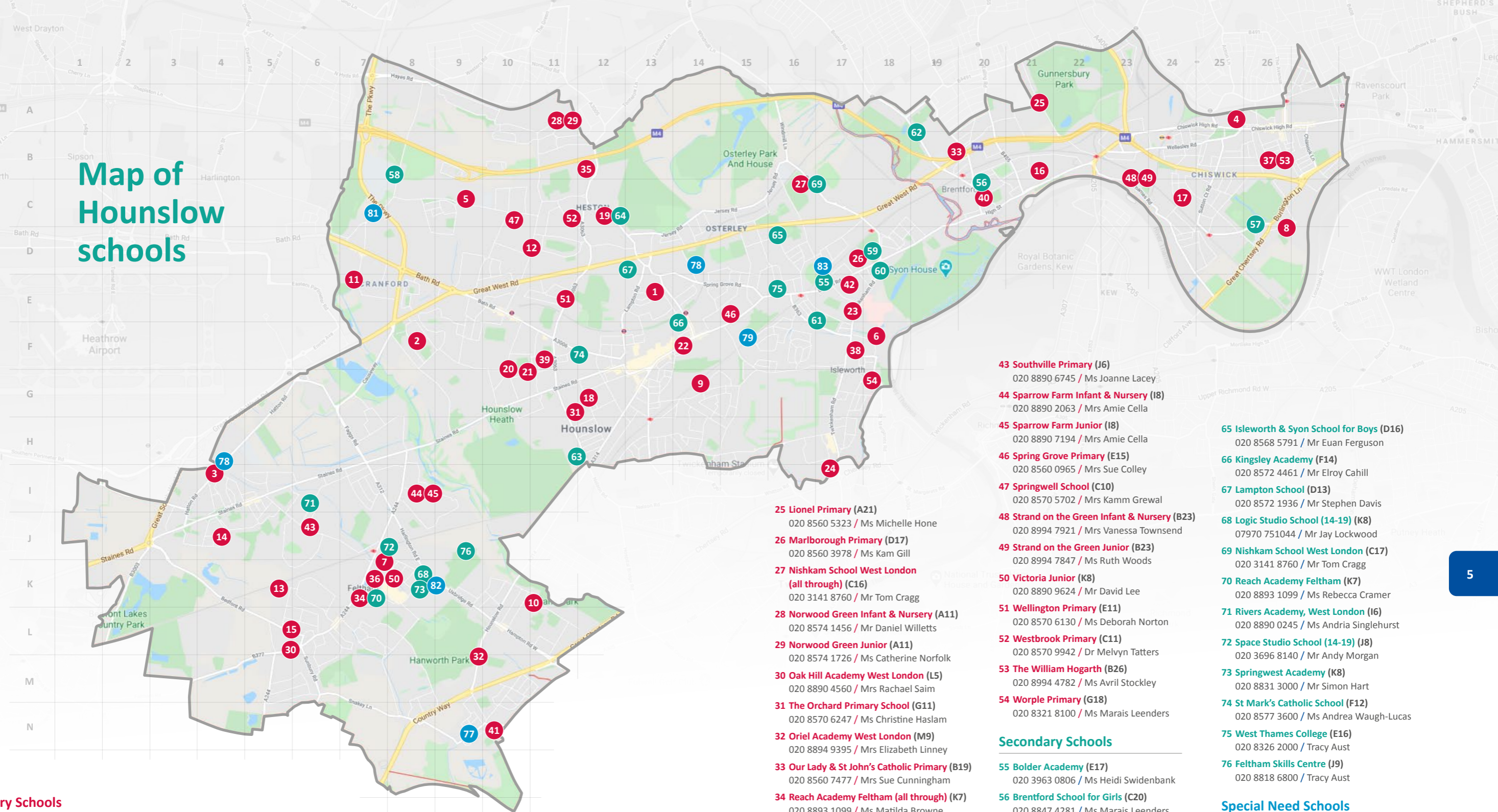


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Map of Hounslow schools



Primary Schools

- | | | |
|--|--|---|
| <p>1 Alexandra Primary (E13)
020 8570 6105 / Mr John Norton</p> <p>2 Beavers Community Primary (F8)
020 8570 9347 / Ms Dee Scott</p> <p>3 Bedfont Primary (I4)
020 8890 7472 / Mr Gerald Davis</p> <p>4 Belmont Primary (A25)
020 8994 7677 / Ms Elaine Lacey</p> <p>5 Berkeley Academy (C9)
020 8570 5700 / Mr Kevin Prunty</p> <p>6 The Blue School (F18)
020 8560 6721 / Ms Rachel Jones</p> <p>7 Cardinal Road Infant & Nursery (K7)
020 8890 6306 / Mrs Margaret Nowak</p> <p>8 Cavendish Primary (D26)
020 8994 6835 / Ms Anna Coleman</p> | <p>9 Chatsworth Primary (G14)
020 8560 6018 / Mr Darren Norman</p> <p>10 Crane Park Primary (K11)
020 8894 9047 / Ms Alison Small</p> <p>11 Cranford Primary (E7)
020 8759 0305 / Ms Meena Walia</p> <p>12 Edison Primary (D11)
020 8873 3337 / Ms Amrit Dokal</p> <p>13 Edward Pauling Primary (K5)
020 8831 0841 / Mrs Felicity Sulma</p> <p>14 Fairholme Primary (I4)
020 8890 2584 / Ms Helen Willis</p> <p>15 Feltham Hill Infant & Nursery (L5)
020 8890 6306 / Mrs Margaret Nowak</p> <p>16 Green Dragon Primary (B21)
020 8568 3971 / Ms Nadine O'Hara</p> | <p>17 Grove Park Primary (C24)
020 8994 7405 / Ms Rachel Davies</p> <p>18 Grove Road Primary (G12)
020 8570 6132 / Ms Lyn Gray</p> <p>19 Heston Primary (C12)
020 8572 5597 / Ms Chandip Behar</p> <p>20 Hounslow Heath Infant & Nursery (G10)
020 8570 2562 / Ms Kathryn Harper-Quinn</p> <p>21 Hounslow Heath Junior (G10)
020 8570 1332 / Ms Ritu Aulakh</p> <p>22 Hounslow Town Primary (F14)
020 8570 1747 / Mrs Laura Khalil</p> <p>23 Isleworth Town Primary (E17)
020 8560 5701 / Mrs Eileen Sheedy</p> <p>24 Ivybridge Primary (I17)
020 8891 2727 / Ms Caroline McKay</p> |
|--|--|---|

- | | |
|---|---|
| <p>43 Southville Primary (J6)
020 8890 6745 / Ms Joanne Lacey</p> <p>44 Sparrow Farm Infant & Nursery (I8)
020 8890 2063 / Mrs Amie Cella</p> <p>45 Sparrow Farm Junior (I8)
020 8890 7194 / Mrs Amie Cella</p> <p>46 Spring Grove Primary (E15)
020 8560 0965 / Mrs Sue Colley</p> <p>47 Springwell School (C10)
020 8570 5702 / Mrs Kamm Grewal</p> <p>48 Strand on the Green Infant & Nursery (B23)
020 8994 7921 / Mrs Vanessa Townsend</p> <p>49 Strand on the Green Junior (B23)
020 8994 7847 / Ms Ruth Woods</p> | <p>50 Victoria Junior (K8)
020 8890 9624 / Mr David Lee</p> <p>51 Wellington Primary (E11)
020 8570 6130 / Ms Deborah Norton</p> <p>52 Westbrook Primary (C11)
020 8570 9942 / Dr Melvyn Tatters</p> <p>53 The William Hogarth (B26)
020 8994 4782 / Ms Avril Stockley</p> <p>54 Worple Primary (G18)
020 8321 8100 / Ms Marais Leenders</p> |
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Secondary Schools

- | | |
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| <p>55 Bolder Academy (E17)
020 3963 0806 / Ms Heidi Swidenbank</p> <p>56 Brentford School for Girls (C20)
020 8847 4281 / Ms Marais Leenders</p> <p>57 Chiswick School (C26)
020 8747 0031 / Ms Laura Ellener</p> <p>58 Cranford Community College (B8)
020 8897 2001 / Mr Kevin Prunty</p> <p>59 The Green School for Girls (D18)
020 8321 8080 / Mr Steve Burns</p> <p>60 The Green School for Boys (D18)
020 3019 8444 / Mr Simon Carter</p> <p>61 Gumley House School FCJ (E17)
020 8568 8692 / Mr Stephen Byrne</p> <p>62 Gunnersbury Catholic School (B19)
020 8568 7281 / Mr Kevin Burke</p> <p>63 The Heathland School (H11)
020 8572 4411 / Mr Harinder Pattar</p> <p>64 Heston Community School (C12)
020 8572 1931 / Mr Ranjit Berdesha</p> | <p>65 Isleworth & Syon School for Boys (D16)
020 8568 5791 / Mr Euan Ferguson</p> <p>66 Kingsley Academy (F14)
020 8572 4461 / Mr Elroy Cahill</p> <p>67 Lampton School (D13)
020 8572 1936 / Mr Stephen Davis</p> <p>68 Logic Studio School (14-19) (K8)
07970 751044 / Mr Jay Lockwood</p> <p>69 Nishkam School West London (C17)
020 3141 8760 / Mr Tom Cragg</p> <p>70 Reach Academy Feltham (K7)
020 8893 1099 / Ms Rebecca Cramer</p> <p>71 Rivers Academy, West London (I6)
020 8890 0245 / Ms Andria Singlehurst</p> <p>72 Space Studio School (14-19) (J8)
020 3696 8140 / Mr Andy Morgan</p> <p>73 Springwest Academy (K8)
020 8831 3000 / Mr Simon Hart</p> <p>74 St Mark's Catholic School (F12)
020 8577 3600 / Ms Andrea Waugh-Lucas</p> <p>75 West Thames College (E16)
020 8326 2000 / Tracy Aust</p> <p>76 Feltham Skills Centre (J9)
020 8818 6800 / Tracy Aust</p> |
|--|---|

Special Need Schools

- | |
|---|
| <p>75 Lindon Bennett School (N9)
020 8898 0479 / Ms Clare Longhurst</p> <p>76 Marjory Kinnon School (H4)
020 8890 2032 / Ms Tracy Meredith</p> <p>77 Oaklands School (Primary Campus - New Oaks School) (F15)
020 8560 3569 / Mrs Anne Clinton</p> <p>78 Oaklands School (Secondary Campus - High Oaks School & Great Oaks College) (D14)
020 8560 3569 / Mrs Anne Clinton</p> <p>79 The Cedars Primary School (C7)
020 8230 0015 / Mr Gavin Winters</p> <p>80 The Rise School (K9)
020 8099 0640 / Ms Helen Ralston</p> <p>81 Woodbridge Park Education Service (D17)
020 8289 4684 / Mr Ian Berryman</p> |
|---|



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)
- Senior Leaders of Teaching and Learning (SLTL)
- 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

Chair of Hounslow Education Partnership: **Victoria Eadie**
HEP Secondary Director: **Ed Vainker**

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

Secondary Chair: **Steve Davis, Lampton School**
Vice Chair: **Marais Leenders, Brentford School for Girls**
SLTL Chair: **Rebecca Cramer, Reach Academy**
SLIGs Chair: **Tom Cragg, Nishkam School**



Key meetings

Secondary Partnership Meetings –
1 per half term, all Headteachers

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

School Led Improvement Secondary –
1 per half term, nominated reps

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

Secondary Headteacher Representative: **Kevin Prunty, Cranford Community College**
Email: KPR-CC@cranford.hounslow.sch.uk

HSCP Independent Adviser: **Hannah Miller**
Email: via Business Manager
Joanna.Leader@hounslow.gov.uk



Introduction

The School Effectiveness Service offers cross-phase advice and support to schools in Hounslow.

Although the majority of Hounslow secondary schools are academies, the school effectiveness team is pleased to work in close partnership to pursue shared objectives.

- The service is commissioned by HEP to support its secondary school improvement work, through the ‘Senior Leaders of Teaching and Learning’ group and through supporting the 20+ subject networks.
- The 14-19 Service offers a traded service with schools for careers advice through Connexions, and Senior Adviser support is also available to help with reviews, performance management, or senior appointments.
- The Virtual College for Looked After Children works closely with headteachers and school leads to ensure the best possible outcomes for the children in our care.



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.
- CPD support through networks and forums
- Networks and Forums for SEN and CPD support
- 14-19 Careers Advisers Support & Connexions
- Virtual College for Looked After Children



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 Secondary Education Advisor:
David Brockie
 Mobile: **07905 947 415**
 Email: david.brockie@hounslow.gov.uk
- Head of 14-19 Service & Connexions:
David Scott
 Office: **020 8583 4158**
 Email: david.scott@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 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.



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



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



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

Secondary Admissions Leader: **Jasprit Sandhu**
Office: **020 8583 2649**
Email: jasprit.sandhu@hounslow.gov.uk

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

Hounslow Services for Schools

Introduction

Hounslow Services for Schools offers a range of services, resources, support and advice for:

- Public Health
- Health and Safety
- Human Resources
- Schools Finance
- Recruitment and CPD
- Property



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Key download and website links

Hounslow Local Offer; Family Services Directory (FSD):

<https://fsd.hounslow.gov.uk/synergyweb>

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

is the website for LA traded services.

Email: servicesforschools@hounslow.gov.uk for a login.

www.workinhounslowschools.org.uk

Follow @TeachHounslow

www.hounslowcpd.org.uk



Hounslow Services for Schools



Key contacts

Public Health

LBH Public Health team:

publichealth@hounslow.gov.uk

Director of Public Health: **Kelly O'Neill**

London Borough of Hounslow

Office: **020 8583 3142**

Email: kelly.oneill@hounslow.gov.uk

Health & Safety

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

Telephone: **020 8583 2167**

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

Schools Finance Team

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

Recruitment & CPD

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: cpd@hounslow.gov.uk

Corporate Property

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

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14-19 Service, Connexions and Subject Networks

Introduction

We work with schools, colleges and young people in Hounslow to support their participation in education and training and access to high quality **careers education, information, advice and guidance (CEIAG)**. **Connexions** is open to all Hounslow residents not currently in education, employment or training aged 16–19. Young people who have a learning difficulty and/or disability aged 16–25 can also access this service.

Subject networks have been established to assist the development of subject teaching in Hounslow whilst supporting the CPD of middle leaders. The networks are currently supported by the 14-19 service team.



Key download and website links

Connexions: www.hounslow.gov.uk



Key areas of support on offer

- Facilitation of activities on behalf of HEP
 - Senior Leaders of Teaching and Learning
 - Careers Leaders
 - Heads of 6th form
 - Subject Networks
- Keep subject leaders up to date with emerging policy and the implications for strategy and practice
- Targeted support for Young People (YP) at risk of Not in Education, Employment or Training (NEET) or who become NEET
- Information, advice and guidance for all resident SEND young people with an Education Health Care Plan (EHCP) at key points of transition
- Support with applications and interview preparation
- Data support for tracking and participation of all learners
- Leading on delivery of 3-year Greater London Authority (GLA) funded Careers Cluster Programme



Key contacts

Head of Service: **David Scott**
Office: **020 8583 4158**
Mobile: **07968 325 636**
Email: David.scott@hounslow.gov.uk

14-19 Development Officer: **Nina Johal**
Office: **020 8583 5785**
Email: Nina.Johal@hounslow.gov.uk

Connexions Enquiries: **Carol Black**
Office: **020 8583 5151**
Email: carol.black@hounslow.gov.uk

For Senior Leaders and Career Network contact:
Priscilla Hansberry
(Partnership & External Funding Manager)
Office: **020 8583 6638**
Email: Priscilla.Hansberry@hounslow.gov.uk

Develop Your A Level Teaching



Introduction

Develop your A level teaching is a forum for Hounslow teachers and leaders with a passion and responsibility for excellent provision at post-16 to share their expertise and champion best practice in their subject. This programme is driven by a shared acknowledgement of historic underachievement at post-16 across the borough, despite impressive performance at KS4.

This is a HEP-wide programme of high quality training that is based on current and relevant educational theory and research, supporting the in-school CPD offer.

HEP schools, with or without a sixth form, can opt into this collaborative programme, nominating teachers with any level of experience to attend.



Key contacts

Secondary Project Manager: **Emma Pett**
e.pett@hounsloweducationpartnership.co.uk



Key areas of support on offer

- Three meetings held during the year based on the four HEP principles:
 - **Introducing new knowledge:** small steps and questioning
 - **Application:** models and scaffolds
 - **Reviewing material:** daily, weekly and monthly
 - **Guided independent practice:** How to set it, monitor it and check it
- Keynote presenters and subject group facilitators sourced by HEP
- Breakout groups where colleagues discuss the implications specific to their students
- HEP-wide collaboration and sharing of best practice specific to A level teaching with subject groups
- Building sustainable networks of subject specialists for support beyond the calendared meetings
- Subjects offered: Maths, English, Biology, Chemistry, Physics, Geography, History, RE, Sociology, Psychology, Economics, French, Spanish, Business Studies BTEC



Key download and website links

↓ [Link to DAT brochure](#)

Hounslow Education Partnership YouTube channel: containing all previous keynote recordings
www.youtube.com

Virtual College for Looked After Children (LAC)

Introduction

The Virtual College fulfils the statutory requirements to promote the educational achievement of its looked after children and young people wherever they are placed and that of previously looked after children within its own authority.

Statutory guidance states:

‘Virtual school heads (VSHs) are in charge of promoting the educational achievement of all the children looked after by the local authority they work for.’

VSHs are responsible for managing pupil premium funding for the children they look after and for allocating it to schools and alternative provision (AP) settings (these are places that provide education for children who can't go to a mainstream school).

VSHs are also responsible for managing the early years pupil premium (EYPP). They're in charge of giving the premium to the early years providers that educate looked-after children (children in local-authority care) who are taking up the free early education entitlement for 3 or 4 year-olds.



Key contacts

Principal: **Kate Elliott**
Email: kate.elliott@hounslow.gov.uk

Primary/interim Phase Leader:
Dawn Mahoon
Email: dawn.mahoon@hounslow.gov.uk

Secondary Phase Leader: **Julie Lovell**
Email: julie.lovell@hounslow.gov.uk

Post-16 Phase Leader: **Natasha Woolman**
Email: natasha.woolman@hounslow.gov.uk



Key areas of support on offer

- We support each London Borough of Hounslow (LBH) looked after child (LAC), to the age of 18, with a named caseworker
- We facilitate and attend three Personal Education Planning (PEP) meetings each academic year to support progress
- We work with everyone to put in place support and interventions up to £1500 per year
- We track and monitor the progress of LBH LAC
- We ensure that every LBH LAC has a robust PEP
- We champion the educational needs of LBH LAC

Governors

Introduction

Hounslow Governor Services provides support, 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 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: **Paula Passee**
Office: **020 8583 2702**
Email: paula.passee@hounslow.gov.uk

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



Key areas of support on offer

- Advice and support on process of legality
- 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

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



Key download and website links

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

Hounslow Local Offer:
fsd.hounslow.gov.uk/synergyweb

SEN and Disability Information, Advice and Support Service (SENDIASS):
www.hounslow.gov.uk/info/20025/schools_and_colleges/72/special_education_needs_and_disability_send

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

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.



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.



Key download and website links

Hounslow Early Help Offer Webpages:

www.hounslow.gov.uk/info/20205/hounslow_approach_to_early_help/2155/early_help_hub

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

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

↓ [Hounslow CFAN Referral Form](#)

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

↓ [Early Help Leaflet for Families](#)



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: **Enid Oyella**

Office: **0208 583 4406**

EHP West: **Chantelle Hall**

Office: **020 8583 2991**



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. 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.



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)



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



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



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



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

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.



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.

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



Key contacts

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

Managed Moves email: managedmoves@hounsloweducationpartnership.co.uk

Contact: **Cormac Bourne**

Email: c.bourne@hounsloweducationpartnership.co.uk



Introduction

Woodbridge Park Education Service (WPES) 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.

In partnership with local secondary schools, WPES supports the development of preventative programmes to prevent permanent exclusions.

- **Gateway** is an early intervention programme for pupils who are clearly able to thrive in mainstream following support and intervention. A WPES Gateway application must be submitted by the school. Pupils are dual-registered with their mainstream school and Woodbridge Park, with WPES being the subsidiary registration.
- **Gateway PLUS** is an enhanced offer to secondary schools to provide more intensive support and bespoke intervention. It is a service that schools can use when evidence suggests that a pupil has almost reached the end of their journey with them and seek an intensive, holistic programme of intervention to get them back on track. The pupil is dual-registered with Woodbridge Park and with their mainstream school for up to a half-term (or longer by negotiation).
- **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

- Gateway:**
- A range of support to a limited number of pupils
 - Up to 12 weeks' maximum (60 school days) support transition back into a mainstream educational placement
 - Gateway-dedicated services including specialist staff on site
 - use of specialist teaching areas to enhance curriculum
 - Named member of staff from WPES Leadership to oversee programme
- Supports pupils in their self-management and readiness for learning linked to **five** main areas:
 - Self-control and management of behaviour
 - Social skills
 - Self-awareness and confidence
 - Skills for learning
 - Approach to learning
- The Head of Gateway & requesting school will determine the length of provision.**



Key areas of support on offer

Gateway PLUS:

- Initial assessment and induction for a short period of time
- Assigned full time to a KS3 or KS4 Woodbridge Park Centre to attend normal lessons with other Woodbridge Park learners
- Assessment and monitoring using a Personal Learning Development Toolkit provides a mainstream school with a detailed holistic picture of the learner, their triggers and strategies which support them in accessing learning.
- Full access to all WPES curriculum resources including:
 - Computing and Coding Suite
 - Design & Technology (DT) Facility
 - Calm Room
 - Music Hub
 - Cookery Base
- Time with an experienced intervention manager
- A wide range of intervention programmes to address specific barriers

Initial referrals for Gateway PLUS are made to the Headteacher of WPES via phone or email contact.

Managed Moves:

- A support package might include:
- 1 day per week at a WPES site to access small group tuition
 - Access to the full range of curriculum areas and resources
 - Access to an engagement and intervention manager
 - Access to a bespoke intervention programme
- The support package might be more intensive and see a child accessing two or three days a week of WPES support for a minimum of four weeks.
- Every child or young person on this programme will be assessed using the WPES Personal Learning and Development Passport to provide schools with a holistic assessment of need, triggers for negative behaviour and a deep insight into the causes of a negative behaviour cycle.

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Key contacts

For further information and for full costings contact:

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



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

Key elements of support on offer:

- Providing advice and guidance to employers and voluntary organisations.
- The management and oversight of allegations against staff and volunteers who work with children.
- Liaising with the police and other agencies.
- Monitoring the progress of cases to ensure they are dealt with as quickly as possible and that the processes followed are fair and consistent.

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

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
Lead for Governor Services	Janet Dique	020 8583 5875	janet.dique@hounslow.gov.uk
Primary Adviser	Jatinder Virk	020 8583 2743	jatinder.virk@hounslow.gov.uk
Principal Educational Psychologist	Helen Booth	020 8583 4188	helen.booth@hounslow.gov.uk
SEND Adviser	Georgina Herry	07816 067852	georgina.herry@hounslow.gov.uk
Senior Education Adviser – Primary	Akwal Gill	020 8583 2606	akwal.gill@hounslow.gov.uk
Senior Education Adviser – Secondary	David Brockie	07905 947415	david.brockie@hounslow.gov.uk



Key contacts

Local Authority Designated Officer:
Grace Murphy
(Wednesday – Friday 9am-5pm)
Office: **020 8583 4933**
Email: grace.murphy@hounslow.gov.uk

Sarah Paltenghi
(Monday – Wednesday 9am-5pm)
Office: **020 8583 3423**
Mobile: **07970198 380**
Email: sarah.paltenghi@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: **Elizna Visser**
Office: **020 8583 3685**
Email: elizna.visser@hounslow.gov.uk



London Borough of Hounslow Directory for Schools



SPECIALIST SERVICES – SENIOR OFFICERS

Head of Children's Performance and Data	Sean Hayes	020 8583 6261	sean.hayes@hounslow.gov.uk
Head of Corporate Parenting	Chris Chalmers	020 8583 4353	chris.chalmers@hounslow.gov.uk
Head of Adolescent Services	Phil Hopkins	020 8583 6482	phil.hopkins@hounslow.gov.uk
Head of Front Door and Intake Service	Priscilla Kurewa (Interim)	020 8583 3338	priscilla.kurewa@hounslow.gov.uk
Head of Safeguarding and Support Service	Elizna Visser (Acting)	020 8583 3685	elizna.visser@hounslow.gov.uk
Head of Safeguarding and Support Service	Paula Stacey (Interim)	020 8583 3816	paula.stacey@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	debbie.noad@hounslow.gov.uk
	Heidi Shearn	020 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 Link line: 020 8583 2222 , ask for the Emergency Duty Officer and you will be put through to Contingency Planning or wider on-call team.			
Emergency Duty Team Outside of office hours: 5pm – 9am	Wider on-call team	020 8583 2222	
0-25 Disability Team	Shaun West	020 8583 8366	shaun.west@hounslow.gov.uk
14-19 Service/Connexions	David Scott	020 8583 4158	david.scott@hounslow.gov.uk
Access to Education Team Leader (Exclusions, CME, Child Entertainment and Employment)	Hilary Baker	020 8583 2784	hilary.baker@hounslow.gov.uk CEE@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
Children's Social Care	Social Care team	020 8583 6600	childrensocialcare@hounslow.gov.uk Children's Services Option 1 existing open cases. Option 3 new referrals
	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 Help Hub	Duty Team	020 8583 6653	earlyhelphub@hounslow.gov.uk
Early Years and Childcare	Christine Hicks	020 8583 2436	christine.hicks@hounslow.gov.uk
Educational Psychology Service	Raquel Villaruel	020 8583 4188	edpsychs@hounslow.gov.uk
Education Welfare	Duty Line	020 8583 2622	EWSDuty@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	Twm Palmer	020 8583 5111	contingency.planning@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 Services	General	020 8583 2702	governingbodies@hounslow.gov.uk
Health and Safety (Schools & Education)	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
ICT – Platinum ICT	General/SIMS	020 8583 4161	platinumICT@hounslow.gov.uk



London Borough of Hounslow Directory for Schools



Inclusion Manager	Jan Hedges	020 8583 2772	jan.hedges@hounslow.gov.uk
Insurance	Geeta Chana	020 8583 8323	geeta.chana@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

London Borough of Hounslow Directory for Schools



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 Emergency Duty Team 5pm – 9am	020 8583 5730 020 8583 2222	LADO@hounslow.gov.uk
Designated Officer, LADO Monday - Wednesday	Sarah Paltenghi	020 8583 3423 07970 198 380	sarah.paltenghi@hounslow.gov.uk
Designated Officer, LADO Wednesday - Friday	Grace Murphy	020 8583 4933	grace.murphy@hounslow.gov.uk
Safeguarding and QA, LADO Line Manager	Elizna Visser	020 8583 3685	elizna.visser@hounslow.gov.uk
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 Team Manager	Robert Wyatt	020 8583 4470	robert.wyatt@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

Glossary of Acronyms

AP	Alternative Provision	MASH	Multi Agency Safeguarding Hub
CAMHS	Child and Adolescent Mental Health Service	NEET	Not in Education Employment or Training
CAPP	Community Action Partnership Panel	NQT	Newly Qualified Teacher
CATE	Continuing Access to Education Service (See Woodbridge Park Education Service)	PEP	Personal Education Plan
CEIAG	Careers Education Information Advice and Guidance	PLAC	Previously Looked After Child
CFAN	Child and Family Assessment/Notification	QA	Quality Assurance
CLs	Care Leavers	SAAM	Safeguarding Advice and Allegations Management
CME	Children Missing Education	SAP	School Attendance Panel
CONTEST	Counter Terrorism Strategy	SEMH	Social, Emotional and Mental Health
CPU	Community Partnership Unit	SEND	Special Educational Needs and Disability
DAT	Develop your A Level teaching	SENDIASS	SEN and Disability Information, Advice and Support Service
DfE	Department for Education	SLA	Service Level Agreement
EHC	Education Health Care	SLIGs	School-Led Improvement Group - Secondary
EHCP	Education Health Care Plan	SLIPs	School-Led Improvement Group - Primary
EHP	Early Help Practitioners	SLT	Senior Leadership Team
EP	Educational Psychologist	SWDT	School Workforce Development Team
EWS	Education Welfare Service	TAF	Team Around the Family
EYPP	Early Years Pupil Premium	VPC	Volunteer Police Cadets
FAP	Fair Access Panel	VSH	Virtual School Heads
FPN	Fixed Penalty Notices	VSSG	Vulnerable Student and SEND Group
FSD	Family Services Directory	WPES	Woodbridge Park Education Service
GLA	Greater London Authority	YP	Young Person
HEP	Hounslow Education Partnership		
HSCP	Hounslow Safeguarding Children Partnership		
LA	Local Authority		
LAC	Looked After Child		
LADO	Local Authority Designated Officer		
LBH	London Borough of Hounslow		



An introduction to HEP



Hounslow Education Partnership

HEP is about delivering excellence in all we do for all the children and young people of Hounslow. We work with great energy to encourage our members' shared responsibility, collective moral purpose and vision. Achieved through a collaborative and inclusive school-led improvement partnership, we draw on the skills and expertise in our schools and beyond, promoting a rigorous culture of:

Review / Reflection / Challenge / Support

Together we will grow our success.

Supporting you - our priorities



To raise standards through continued school improvement



By building and promoting beneficial connections and partnerships, within and outside HEP



Through identifying and meeting the needs of our most vulnerable children and young people



By investing in support for high quality teaching and inspirational school leadership

HEP Membership offer

From school-led improvement partnerships to supporting vulnerable pupils, our commitment to providing opportunities for collaborating, networking, sharing and supporting is at the core of HEP's membership offer.

By schools, for schools



Partnership meetings and the associated working groups, led by Headteachers are the driving force of HEP's work and set the strategic direction for HEP activity.



HEP supports high quality teaching, learning and leadership through its training programmes by identifying needs and building capacity in the school-led system.



In response to schools' emerging needs from across the partnership, HEP is committed to growing its services with the support of member schools, the local authority and external funders.



From curriculum resources and handbooks to excellent training partners, HEP shares members' ambition to improve the quality of education for every child and young person.

The unique strength of the partnership lies in the engagement of schools as both members and contributors.





Hounslow
Education
Partnership
Secondary