

Children's Services

EWING SCHOOL

High level implementation plan for:

- transition of pupils to new provision
- closedown of existing school

April 2010

Introduction

The City Council's Wave 4 BSF plan includes proposals to close Ewing School which is a special school for pupils from 4 to 16 with Speech, language and communication needs (SLCN). It is proposed that Ewing School will close in September 2012. The proposals also include the development of specialist resourced provision in mainstream schools across the city which will admit pupils currently at Ewing School. These will be developed between September 2009 and September 2012. This closedown procedure and transition plan is intended to provide an operational framework which will:

- ensure that there is clarity around the admission of pupils to and from existing provision and new provisions as they are completed;
- ensure that there is a plan in place to develop the workforce in mainstream schools to meet the needs of pupils with ASD/SLCN and to recruit and develop specialist staff to enable them to meet the requirements of the new provisions;
- ensure that revenue funding is available to support the transition arrangements and there is a funding model for specialist resourced mainstream schools;
- ensure an orderly transfer of useable equipment, furniture, records and other resources to new provision;
- ensure that data protection and other confidentiality requirements are met in full;
- ensure that all services provided by Grange and specialist resourced provisions are underpinned by clear SLAs with the LA and that there is adequate commissioning of other agencies to support provisions;
- ensure that all changes are communicated to stakeholders and relevant bodies.

Elements of this procedure draw on the protocol developed for managing the 2007 closedown of Burgess Primary, following its formal closure. The Burgess procedure was endorsed by the City Council's Internal Audit Team at the time.

Scope of the Closedown Procedure

The City Council fully recognises the need to provide comprehensive closedown procedures, which are clearly communicated to all stakeholders. This procedure defines the roles and responsibilities of all lead officers within the City Council, gives detailed guidance on how procedures/tasks should be undertaken and includes timescales and monitoring arrangements. Lead officers will need to liaise with their Academy counterparts, to ensure effective delivery.

Lead Officer - Strategic and Operational

The overall strategic lead for the transition plan will be the Head of Education Services with responsibility for Strategic Inclusion and the strategic lead for SEN, the lead for the closedown procedure will be the Head of School Organisation and Development (SO&D) within Children's Services, who will have overall responsibility for ensuring compliance with the procedures and timescales. The operational responsibility will be with a designated project manager. This will be monitored through a series of meetings of an internal Transition Group.

The headteacher, staff and governors of Ewing School will carry out a number of the key tasks but will receive advice, support, challenge and monitoring from the following named LA officers.

Area of Responsibility	Responsible LA Service	Lead LA Officer
Initiating and managing the various elements of the statutory closure process for Ewing school	School Organisation and Development	Allan Seaborn Telephone 0161 234 7155 Mobile 07901 528 709 Fax 0161 274 7081 email a.seaborn@manchester.gov.uk
Managing the admission and transition of pupils currently at Ewing to new provision. Managing the admission of newly assessed pupils requiring specialist placement into new provision.	Strategic Inclusion Team	Ann Thornber Telephone 0161 234 7161 Mobile 07795456367 Fax e-mail a.thornber@manchester.gov.uk
Managing pupil data files and amendments to statements etc	Statutory Assessment Team	Brian Seaborn Telephone 0161 234 7134 Mobile Fax 0161 234 7728 e-mail b.seaborn@manchester.gov.uk
Managing staffing issues, staff records and support to the governing body of the closing school (EWING) and altered school (GRANGE).	Management Support Team	Julie Seaborn Telephone 0161 234 7524 Mobile 0753 5690183 Fax 0161 234 7031 e-mail j.seaborn@manchester.gov.uk
Managing development of the workforce in mainstream host schools and special schools.	Strategic Inclusion Team	Amanda Corcoran Telephone 0161 234 7011 Mobile 07717527747 Fax 0161 234 e-mail a.corcoran@manchester.gov.uk
Management of and advice on revenue finance issues including banking, cancellation of leases and contracts, archiving of financial records etc.	Finance Team	Rachel Rosewell Telephone 0161 234 Mobile Fax 0161 234 e-mail r.rosewell@manchester.gov.uk

Area of Responsibility	Responsible LA Service	Lead LA Officer
Management of all premises related issues, including future use of non education furniture/equipment.	School Organisation and Development	Ged Mitchell Telephone 0161 234 7463 Mobile 07788572286 Fax 274 7081 email g.mitchell@manchester.gov.uk
Management of technology data and equipment including removal of all sensitive and personnel data not required by school.	Head of IT	Ann Sutton Telephone 0160 234 7206 Mobile Fax 0161 839 1320 e-mail a.sutton@manchester.gov.uk
Communication issues and management of archived materials, items of historical value etc. brought back to Overseas House.	Access and Business Services Team	Mick Wilson Telephone 0161 234 7228 Mobile Fax 0161 234 7147 e-mail m.wilson@manchester.gov.uk
Service Level Agreements in relation to the new provisions and commissioning of other agencies to support delivery of new provision e.g. Speech and Language Therapy .	Strategic Inclusion Team	Amanda Corcoran Telephone 0161 234 7011 Mobile 07717527747 Fax 0161 234 e-mail a.corcoran@manchester.gov.uk
Programme Manager for BSF	BSF Team	Paul Maccabee Telephone 0161 219 6274 Mobile 07717802203 Fax 0161 234 3535 e-mail p.maccabee@manchester.gov.uk

Initiating, Implementing, Monitoring and Completing the Transition Plan and Closedown Procedure

As soon as this protocol is finalised the allocated project manager will meet with the headteacher of Ewing school and the headteachers of the mainstream schools where the specialist resourced provision will be developed to brief them about their roles and responsibilities within the Transition Protocol.

The sections which follow set out the detailed requirements of the protocol, under the following headings:

- i. Statutory Closure Processes and Communication with Stakeholders
- ii. Premises Related Issues
- iii. Services
- iv. Furniture, Equipment and Other Resources
- v. Staffing Issues
- vi. Pupil Issues
- vii. Revenue Finances
- viii. Legal/Contractual Issues
- ix. Service Level Agreements

The lead officer will be able to vary the content of the attached schedules if necessary, to ensure that all Transition issues are fully addressed.

AREA 1: STATUTORY CLOSURE PROCESSES AND COMMUNICATION WITH STAKEHOLDERS

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date
Ensure Ewing School closes on 31 August 2012.	Complete statutory closure process	Statutory Closure Notices posted	Six week period for comments/objections to be made by any stakeholder Comments/objections reported to Executive for final decision Executive agrees to closure, wef 31 August 2012 DCSF notified in writing	Allan Seaborn Allan Seaborn Allan Seaborn Allan Seaborn	Seema Hanware Seema Hanware Seema Hanware Seema Hanware	January 2010
Communication, awareness and advice provided to all LA Services involved in implementation	Meetings arranged. e mail circulated Briefing for EPs and traded services	Jan 2010	All LA Service personnel fully aware of responsibilities and timescales involved	Amanda Corcorana	Management Support SEN Casework SEOs Legal	Completed

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date
Communication, awareness and advice provided to closing school	Headteacher phoned. Letter sent to school Meeting with headteacher of closing school Meeting with governing body	Jan 2010 May 2010	School leadership team are aware of plan	Jenny Andrews	Amanda Corcoran Ann Thornber	Completed
Communication with parents/carers so they are aware of closure and next steps	Letter to all parents from LA Open day for parents to drop in and view plans	Jan 2010 March 2010	Parents are aware of closure and next steps	Ann Thornber	Amanda Corcoran	Completed
Communication with statutory bodies to confirm closure.	Notification of closure to relevant bodies	As soon as Executive makes final decision on closure. Four weeks before closure.	Update the DCSF on school closure or any subsequent change that may effect their records. Ensure closing school confirms in writing to all relevant statutory bodies of closure and timetable.	Allan Seaborn A Seaborn	Seema Hanware Need to update DCSF (Surplus Places Return etc) and Corporate Landlord. Seema Hanware Headteacher of closing school	Completed

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date
Communication with all relevant teams and other agencies about closure, planned pattern of provision available across the city.	Briefings for services and agencies who provide advice and support for parents/carers and/or children with SEN. Briefing for resourced schools. Letter to all schools in city.	By Feb 2010	All schools, services and other agencies are clear about plans.	Amanda Corcoran Education Services	Ann Thornber Education Services Brian Seaborn Statutory Assessment Team	Completed
Service staff aware of pattern of provision and admission dates, entry criteria and pathways to provision	Working group led by EP established to develop criteria and pathways. Briefings for LA staff. Briefing for staff from other agencies.	Nov 2010	MPNT includes clarity about pathways to specialist provision. Clear written criteria in place for different types of provision and pathways.	Amanda Corcoran	Ann Thornber	Completed
Written information available for parents/carers on provision for ASD/SLCN and criteria.	Parent Support Services commissioned to develop information for parents/carers.	By January 2011	Written information available for parents/carers on provision available for children and young people with ASD and SLCN	Amanda Corcoran	Maureen Arnold Parent Support Services	
Elected members and regularly updated on implementation of plan	CYPOS sub group established. Regular reports presented to group	From June 2010	Written updates completed for CYPOS subgroup every 6 weeks	Amanda Corcoran	Ann Thornber	

AREA 2: PREMISE RELATED ISSUES

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date
Identify mainstream primary schools to become designated specialist resource schools.	Letter to all schools inviting them to express interest in becoming a designated resource schools. Brief SSEOs and SEOs so they can support schools in making decisions about capacity etc Select schools based on established criteria. Visit schools to confirm site would be appropriate for any new build. Meet with governing bodies to go through expectations of schools and proposed SLA.	By September 2009	6 primary schools identified to become specialist resourced schools (1 in each district).	Amanda Corcoran Education Services	Project Manager Education Services Paul Maccabee BSF SSEOs Education Services	Completed
Staff and pupils at Ewing School to input into designs of additional spaces at designated mainstream schools.	Workshops with staff and pupils at Ewing School.	By January 2010	Workshops held so that design team can incorporated ideas from existing pupils and staff at Ewing school into design of resourced provisions.	Ann Thornber	Paul Maccabee BSF Head teacher Ewing School	Completed

<p>Staff and pupils at Ewing School have opportunity to view plans for alternative provisions</p>	<p>Open day held at school with plans available</p>	<p>March 2010</p>	<p>Staff and pupils have opportunity to view plans</p>	<p>Ann Thornber</p>	<p>BSF Team</p>	<p>Completed</p>
<p>To reduce the risks to the Council of vandalism, injury during works delivery.</p>	<p>Appropriate security measures put in place.</p>	<p>Wef end of summer term</p>	<p>Agree funding for security with BSF team</p> <p>Arrange for security 24/7 if required. (Note high schools require 2 security officers).</p>	<p>Ged Mitchell</p>	<p>SO&D Finance Head of SO&D PDA</p>	

AREA 3: SERVICES

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date
Gain knowledge of key safety systems from heads of Ewing to advise security, utilities etc.	Location of intruder and fire alarm control panels and electricity, gas and water meters	Readings to take place one week before closure	Readings taken for: <ul style="list-style-type: none"> ▪ Electricity ▪ Gas ▪ Oil ▪ Water ▪ Telephones Contact finance team and advise of final meter readings	Ged Mitchell	PDA Finance	

AERA 4: FURNITURE, EQUIPMENT AND OTHER RESOURCES

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date
Ensure VFM and recycling of good equipment and furniture from Ewing School.	Transfer appropriate usable furniture, equipment and resources (including educational resources, books etc) to new Grange building and/or specialist resourced provisions .	2/3 months before closure	Obtain from head of closing school, an asset register and ensure that inventory is correct Meeting with headteacher of Grange and specialist staff based in resourced provisions to agree which items need to transfer.	Ged Mitchell Ged Mitchell	PDA Head of closing school PDA	
	Disposal of furniture, equipment and resources (including educational resources, books etc) not required by the new provisions.	To begin 6 weeks before closure	Contact school's senior effectiveness officer to inspect educational resources and how he wants to re-use. Resources distributed. All individual teams (IT, Education Services, Access and Business Support and SO&D) will inspect non educational resources and decide how best to re-use. Resources distributed	Ged Mitchell Ged Mitchell	Headteachers/SEOs ICT equipment - Ann Sutton Teaching and learning materials; Admin/Office materials; classroom furniture;	

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date
			Send letter to other schools to review the remaining furniture and resources Ensure sign off and signature of any equipment transferred Dispose of any unwanted items (possibly to third world country)	Ged Mitchell Ged Mitchell Ged Mitchell	Education Services District Manger Admin/office equipment - John Taylor Premises related equipment (fire extinguishers, line markers etc) SO&D	
Initial safe storage of archive records from Ewing school	Management of paper records archived mainly in Overseas House	After closure	All important docs placed in Overseas House Documents/archive material filed by individual team members	Mick Wilson	PDA	
Transfer to external provider for long term archiving	Management of transfer of archive data/material to prime archive company	After closure	Transfer from Overseas House within 3 months of arrival	Mick Wilson	PDA (VFM on usage of accommodation)	

AREA 5: STAFFING ISSUES

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date	
Agree pathways for staff and staffing protocol.	Meetings with staff, Trade Unions and governing body.	By July 2010	Staffing protocol agreed for Ewing staff.	Julie Seaborn	Ann Thornber Education Services.	Completed	
	Regular meeting with TUs.	From Sept 2009					
	Meetings with governing bodies at mainstream schools with specialist resourced provision.	By July 2010		Ann Thornber		Completed	
Devise and implement workforce development plan as appropriate for staff at Ewing School I to ensure they are able to access opportunities available to them and meet requirements of new provisions.	Meetings with staff and governing bodies at Ewing school.	From July 2010	Workforce Development plan in place.	Julie Seaborn Ann Thornber	Workforce Development Team		
	Meeting with TUs.						
	Workforce plan developed which meet identified needs of staff to support them in meeting requirements of new posts.						
Support to head teachers and governing bodies of designated mainstream schools on recruitment and selection of	Meetings with governing bodies and head teachers of individual school.	By May 2010	Model job descriptions and person specifications available to mainstream schools to support the recruitment and selection of specialist staff.	Ann Thornber	Julie Seaborn Management support	Completed	
	Draft a model job description and person						

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date
specialist staff for resourced provision.	specification which could be used by schools.					
Implement staffing protocol	Transfer of staff to Grange School as agreed. Recruitment to all other posts as agreed.	As per separate timetable for different provisions.	All milestones meet	Julie Seaborn	Ann Thornber	
Assisting and supporting staff for the closing school on delicate personnel issues	Individual meetings	ASAP after closure is confirmed	Management Support to take a pro-active lead	Julie Seaborn	Corporate Personnel	
Safeguarding teacher/pupil data protection	<p>Arrange with the headteacher or premise manager to clean/remove data from all PCs</p> <p>Agree with head teacher on which paper files are to be kept.</p>	Completed during closure process.	<p>All personnel and financial data removed</p> <p>(Meets child and data protection issues.)</p> <p>Appropriate files retained others return to LA for disposal.</p>	<p>Ann Sutton</p> <p>John Griffiths</p>	Corporate Personnel.	
Support to heads of new provisions on quality and ownership of	Advise heads and governors on staffing arrangements and	2/3 weeks before closure	Advise to keep records to a minimum as staff records already held in the authority	John Griffiths	Corporate Personnel Meets Data Protection issues	

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date
data/records	staff related paperwork.		Determine which documents unnecessary and advise to destroy e.g. CRB documents/copies of proofs of identity to avoid fraud risks	John Griffiths	for staff and pupils Corporate Personnel	
Support to head of Ewing School on and clearing of data/record	Send any governing body records to the Governors Support Service for archiving e.g. minutes	2 weeks before closure	Records archived and sign off by Governors Support Team	Mick Wilson	Management Support Team	
Ensure confidentiality through good management of data protection.	Disposal or transfer of technology equipment and data	3 months before closure	Obtain from head of closing school, technology asset register and request that IT support is provided from Children's Services to ensure compliance with this guidance	Ann Sutton	ICT Support staff	

AREA 6: PUPIL ISSUES

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date
Establish pupil placement steering group to maintain overview of placements	Monthly meetings held to ensure pupils appropriately placed	By July 2010	Overview of pupil placements and potential risks/gaps	Ann Thornber	Brian Seaborn	Completed
Support parents/carers on admission issues	Individual meetings with each parent/carer for pupils at Ewing to explore individual needs and discuss options including considering need for reassessment.	By June 2010	All pupils know where their future provision will be and have a transition plan. Where agreed and planned pupils have transferred to appropriate provision as it is available.	Ann Thornber Brian Seaborn Statutory Assessment Team	Maureen Arnold Parent Support Service Headteacher Ewing School	Completed
	Commission EP to deliver reassessments	July 2010	Statements of SEN are amended as appropriate.		Anne Rushton Educational Psychology Service	Completed
	Provide opportunities for parents/carers to visit alternative provisions.	Autumn 2010				
	Hold individual review meetings and identify future provision	By Easter 2011				
	Transition plans in place developed for all pupils.	July 2011				

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date
Transport arrangements in place for new provisions.	Travel Coordination Team to be involved in pupil placement steering group and have overview of placements and transport implications. Plan for new travel arrangements in place.	By end summer 2012	Transport arrangements in place for all pupils where appropriate.	Simon Griffiths Transport Coordination Unit		
Ensure confidentiality for all pupils.	Agree with head teacher, which pupils and IT records will be kept by the new provisions.	By end of summer 2012	New provisions keep appropriate records. LA disposes of records not required by new provisions.	Ann Thornber	Statutory Assessment Team	
Clarify Y6-Y7 transfer arrangements for September 2011	Meeting with statutory assessment team	Dec 2010	Protocol agreed and in place. Parents of children within these year groups informed of options. All support services are aware of protocol and are able to advise accordingly.	Ann Thornber Brian Seaborn Statutory Assessment Team	Headteacher Ewing School	
Clarify Y1011/12 arrangements for September 2012	Meeting between statutory assessment team and connexions	Sept 2011	Protocol agreed and in place. Parents of children within these year groups informed of options. All support services are aware of protocol and are able to advise accordingly	Ann Thornber Brian Seaborn Statutory Assessment Team	Headteacher Ewing School	

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date
Establish clear admissions criteria, pathways and protocol for new provisions.	Commission EP to lead this work. Meetings with staff from Grange, Ewing, mainstream host school, statutory assessment team, admissions team and Educational Psychology to develop criteria and admissions protocol.	Draft in place Nov 2010.	Clear admissions criteria in place across continuum of provision for ASD/SLI. Clear protocols in place for admission to provisions.	Amanda Corcoran Education Services	Brian Seaborn Statutory Assessment Team Anne Rushton Educational Psychology	
Agree date from which new admissions to Ewing School will not be viable.	All referrals for Ewing to be agreed at pupil placement steering group Proposal from steering group developed. Legal team to approve proposal.	from July 2010. By Sept 2011	Date agreed and operational.	Ann Thornber Brian Seaborn Statutory Assessment Team	Headteacher Ewing School	

AREA 7: REVENUE FINANCES

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date
Agree revenue budget to support transition process once pupils begin to transfer to new provisions.	Map out pupil changes over time and identify resources required to the point when there are no longer any pupils at Ewing School.	By Dec 2010	Revenue budget identified to support proposed transitional arrangements.	Rachel Rosewell Finance	Amanda Corcoran Education Services Headteacher Ewing School	
Agree revenue budgets for specialist resourced mainstream provisions –primary model and secondary model.	Initial revenue funding available to schools to set up provision where capital prog will be completed 2010 Meetings with finance. Look at other models currently developed within LA for sensory provision. Look at models used in other LAs.	April 2010 By Jan 2011	Revenue budgets for specialist resourced provisions established.	Rachel Rosewell Finance	Project Manager Education Services	Completed

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date
Ensure compliance with closure guidance for Ewing School.	On the date of closure the school budget team will remove the current years financial records and take them to Overseas House, where all bank statements and current cheques/cheque books/paying in books etc will be held in the office safe	One week before closure – August 2012	Provide sign off on financial compliance Attend final project team meeting Advise Head of Finance	Rachel Rosewell Finance		
Compliance with Data Protection and financial regs	School budget officers will liase with the ICT section to remove the FMS6 system from the schools computer and place it onto a computer within the school budget section	1/2 months before closure	Arrange key dates at first project meeting Confirm that FMS6 has been removed	Rachel Rosewell Finance	Finance	
Ensure audit of the financial closedown of the school	The school budget officer will then process and investigate the following items for the school	1 month before closure and 3 months after closure	<ul style="list-style-type: none"> o bank statements o outstanding invoices o outstanding income o monitoring returns o payroll o cancellation of any final direct debits o year end procedures o closedown of bank accounts with the City council's Treasurers Section o archiving of final financial years records 	Rachel Rosewell Finance	Finance Staff (Advise Head of Finance on date of closure of any revenue budget surplus or deficit accrued by school plus need to set aside small budget for late invoices)	

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date
Ensure Council risks are managed and protected	Insurance arrangements	ASAP ASAP 6 weeks before closure	Contact and advise Tafiq Fazil from City Council Insurance team on impending closure Contact Business Services to enable update on SLAs with school Arrange meeting with insurance engineers Houghton Engineering to update their records	Rachel Rosewell Finance	Finance Staff (Ensure that the risks to the Council are managed and all relevant Health and Safety good practice is maintained)	

AREA 8: LEGAL AND CONTRACTUAL

Aim	Action	Timescale	Measurable Outcome	Lead	Supported by	Completed and date
Ensure all contracts relating to Ewing are cancelled according to notice period.	Audit contracts and cancellation periods. Provide notice to terminate contracts.	By July 2012	All contracts terminated			

