

Sawston and Linton Locality: Partnership Policy

Sawston and Linton Locality Schools

Sawston cluster schools

Babraham Church of England Primary School
The Bellbird Primary School
Duxford Church of England Primary School
Great and Little Shelford Church of England Primary School
Icknield Primary School
William Westley Church of England Primary School
Sawston Village College
Stapleford Community Primary School

Linton cluster schools

Burrough Green Church of England Primary School
Castle Camps Church of England Primary School
Great Abington Primary School
The Meadows Primary School
Linton Heights Junior School
Linton Infants
Linton Village College

Statement of purpose

All schools are committed to collaborative working to the benefit of children, young people and their families in the locality. Headteachers believe that working together builds capacity to improve the life chances of the children and young people in their charge. They share a common purpose to ensure that the full extended schools' offer is met within and around their schools. They seek to offer targeted support to those in need through integrated services commissioned via the Local Authority's Locality Team.

The extended schools' offer

The Extended Schools' framework is part of the government's aim to promote social inclusion, diversity and address inequalities in health, education and opportunity within the context of the Every Child Matters agenda. It comprises the following elements:

- access to wrap-around childcare (for primary schools, before and after school, 8am-6pm, 48 weeks of the year), either on site or through existing high quality private, voluntary or independent providers;
- access to a varied menu of activities outside of the school day, including study support, arts, sport and music clubs (and access to a 'safe place to be' for 11-15 year olds);
- swift and easy referral to targeted and specialist services, to provide early identification, support and intervention for children and young people with additional needs and/or at risk of poor outcomes ;

- parenting support including family learning, transition information and access to accredited parenting programmes; and
- community access to school facilities (where suitable and where there is a need and demand), including adult and family learning, ICT and sports facilities.

Extended Services offered by the schools in this Locality are based on the needs and demands of their pupils, families and local communities, identified by extensive annual consultations carried out on behalf of all schools by the Extended Schools' Coordinator. Information from these consultations, together with annual audits of existing services, enables each school (and the locality as a whole) to identify any gaps in provision, and, subsequently, to plan new services to meet these identified needs.

The Sawston / Linton Locality aims to go beyond the minimum level of Extended Services' provision required to meet the full core offer. Headteachers work to ensure that the provision is integral to each individual school, and embedded in the schools' practice. Long term, this approach supports sustainability. Headteachers are committed to offering the highest quality Extended Services to pupils, families and communities through effective collaboration, not just between the schools within the Locality, but with external agencies and other partners.

Integrating services

Locality Allocation and Referral Meetings (LARMS) are held at each of the village colleges fortnightly. Children, young people and families in need are referred and related packages of support agreed. Need is identified either through a Single Agency Referral Form (SARF) or a Common Assessment Form (CAF). Primary colleagues liaise directly with the Locality Manager, completing a CAF or a SARF as appropriate. Under 11s LARMS are held fortnightly - participants are invited on a bespoke 'team around the child' basis.

Locality Headteachers meet half-termly, alternating between the village colleges, to discuss and agree the strategic direction of the partnership. The Locality Manager and Extended Schools' Coordinator attend these meetings. Representatives of other agencies and organisations attend as appropriate; this includes Local Authority personnel with a specific interest in the agenda.

To build the locality's capacity to support vulnerable children, young people and their families, the Locality Manager commissions pieces of work from other agencies and voluntary organisations.

Funding

All schools pool their extended schools' funding in order to support the development of extended services. This allows the employment of shared employees. Such employees are managed operationally by the LA's Locality Manager. Sawston Village College acts as the employer and manages the contracts of joint employees, their performance management and all partnership funds, retaining any earned interest in respect of this work.

Pooled funding is also used to commission services from external agencies deemed most appropriate to meet the needs of children, young people and families outlined through LARMS, CAFs and SARFs that cannot be met either by the schools' or the Locality Team's resources.

It will be the decision of individual headteachers whether to continue pooling funding in the event that central funding ceases.

Governance

The regulations linked to extended schools' funding indicate that headteachers are directly responsible for the deployment of it. The Locality Heads' forum makes decisions linked to expenditure, therefore, reporting to their individual governing bodies.

Health and Safety

All activities conducted on school premises fall under the Health and Safety policies of the hosting schools. The Extended Schools' Coordinator and Arts Development Manager for the BE Partnership ensure that risk assessments are conducted additionally for any of the activities for which they are responsible.

Insurance

All activities on school premises are indemnified by the school or by the organisation responsible for the activity. It is headteachers' responsibility to check that the insurance they hold covers all activities organised by external agencies or to receive written assurance from those agencies of their own coverage.

Safeguarding

All locality schools are committed to safeguarding and promoting the welfare of children and young people and expect all who work within the locality to share this commitment.

All recruitment activities follow national guidelines with regard to safeguarding.

The Extended Schools' Coordinator, the Locality Manager and the Arts Development Manager for the BE Partnership ensure that the facilitators of all activities that fall within their remit have current CRB clearance, liaising as necessary with employers and external agencies to gain written confirmation of that.

Charging for extended schools' activities

All locality schools have a charging policy in line with legal requirements. The Department for Children, Schools and Families (DCSF) states that schools can charge for optional extras, but that any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. This can be on a full cost recovery basis and include the cost of cleaning, caretaking, heating, lighting, staff and equipment.

Sawston / Linton locality schools are committed to fulfilling this requirement and to offering activities at all levels that are affordable to the vast majority of parents and to supporting the participation of disadvantaged children, with the support of the Disadvantage Subsidy for the duration of this funding stream.

JCA, JSH, THE: March 2010