

**Hillview
Development Plan
2003-2006**

Adult Learning

Intended Outcome	Action	Lead Officer	Progress and Evaluation
<p>Basic skills classes available and accessible to families in the community</p>	<p>Work with:</p> <ul style="list-style-type: none"> ▪ Lifelong Learning ▪ Colleges ▪ EMAS ▪ Refugee and Asylum Seeker teams 	<p>Early Excellence Coordinator</p>	<p>Data collection, monitored by Governing Body.</p>
<p>Understanding and tolerance for other cultures and traditions</p>	<p>Set up and run cookery classes</p>		
<p>Parents/carers understanding why children need to play in</p> <ul style="list-style-type: none"> ▪ Foundation Stage ▪ Literacy ▪ Numeracy is increased <p>Hillview is a recognised training venue</p> <p><i>See staff training</i></p>	<p>Work with:</p> <ul style="list-style-type: none"> ▪ Life Long Learning ▪ College ▪ EMAS ▪ Refugee and Asylum Seeker Teams <p>Work with the Early Years and Childcare Service</p>		

Parent/Child Support Services

Intended Outcome	Action	Lead Officer	Progress and Evaluation
The Stay and Play Toy Library is maintained with a view to expansion	Explore funding opportunities to enable expansion.	Early Excellence Co-ordinator Autumn 2004	Reports to: Governing Body Data collection on usage
2 Toddle in Groups are started providing: <ul style="list-style-type: none"> ▪ Play opportunities ▪ Support for parents and carers on managing behaviour 	Develop a start up plan to enable the groups to commence when the building works are complete		
Breakfast Club available for 8 children	Develop a start up plan to enable the Breakfast Club to start when the building works are complete		
Afterschool club maintained and expanded to provide 26 places for children.	Implement the plans for the ASC once the building works are complete. Link in Centre Staff to support Out of School Services		
Holiday playschemes available during each school holiday	Implement previous planning. Identify groups needing a service, especially older children and children with SEN		

<p>Saturday group available for children who have additional or special educational needs</p>	<p>Survey demand for this service. Develop a project plan for delivery. Explore funding to finance the group</p>		<p>Early Excellence Co-ordinator</p>
<p>Support Groups provided for mothers and their children who have experienced domestic violence</p>	<p>To work in partnership with</p> <ul style="list-style-type: none"> ▪ CAMHS ▪ Voluntary Agencies ▪ Children's Fund 		

Outreach

Intended Outcome	Action	Lead Officer	Progress and Evaluation
Increase support to families in the local community who have parenting or social issues.	Appoint an outreach worker Explore funding to continue the social welfare post	Early Excellence co-ordinator	Data collection, reported to Governing Body
Expand Parents As First Teachers Programme.	Additional Staff attend PAFT training The PAFT Development Plan is implemented		
Counselling service available to the local community .	Explore funding avenues		
Private and voluntary Foundation Stage settings receive support and advice with Foundation Stage	Curriculum leader to develop ways to disseminate best practice		

Staff and Training

Intended Outcome	Action	Lead Officer	Progress and Evaluation
<p>Hillview continues to have a staff which is diverse in skills and knowledge</p>	<p>Provide all staff with a range of training and development opportunities in line with their development needs</p> <p>Evaluate all vacant posts and explore opportunities to increase the diversity of the staff team:</p> <ul style="list-style-type: none"> ▪ 2 Away Days per year ▪ Provide staff with regular opportunities to meet together ▪ Provide staff with regular supervision 	<p>Curriculum Leader</p>	<p>Monitored by Governing Body Through regular reports.</p>
<p>Hillview to be a Best Practice Dissemination Centre</p>	<p>Curriculum leader to develop strategies to disseminate best Foundation Stage practice though:</p> <ul style="list-style-type: none"> ▪ visits for professionals ▪ student placements ▪ NVQ 2 + 3 ▪ Work experience ▪ Paediatric Therapists ▪ Social Work ▪ Teaching 		
<p>Hillview Building is a training venue for childminders Foundation Stage practitioners and out of school staff</p>	<p>Link with the Early Years and Childcare training co-ordinator</p>		

Sustainability

Intended Outcome	Action	Lead Officer	Progress and Evaluation
Existing service provision at Hillview secure and continuous	Meet with key people from: <ul style="list-style-type: none"> ▪ Health ▪ Housing ▪ People First –CAMHS Social Work preventative strategy ▪ Benefits Agency ▪ Early Years and Childcare 	Early Excellence Co-ordinator	Report to Governing Body
Facilitate service Development Opportunities for Children, families and the local community.	Continue the established links with existing service providers		

Community Links

Intended Outcome		Lead Officer	Progress and Evaluation
Health Visitors fully involved in Service Development and delivery at Hillview		Early Excellence Co-ordinator	Report to governors
Voluntary sector fully involved in Service Development and Delivery at Hillview with a focus on providing: <ul style="list-style-type: none"> ▪ Domestic Violence Support ▪ Parenting Courses 	Create robust links to ensure that voluntary sector project proposals feature in relevant strategies e.g CAMHS and the Harrow Preventative Strategy		

Finance And Premises

Intended Outcome	Action	Lead Officer	Progress and Evaluation
<p>Hillview Building meets the needs of Children, families and the local community.</p> <p>Hillview Building meets the diverse service needs and works to it's full potential</p>	<p>Regular meetings with builders and capital and property team</p> <p>Publicise the purpose of Hillview to other professionals</p> <p>Set up a fee structure for use of the building which allows voluntary groups accessibility.</p> <p>Create a priority list of those waiting to use the service.</p> <p>Make links with local business to maximise funding opportunities</p>	<p>LEA Officers/ Early Excellence Co-ordinator</p>	<p>Report to Governing Body</p>
<p>Finance available used in a diverse and flexible way to ensure services are offered, sustained and improved</p>	<p>Meet regularly with People First Finance Team</p>		

Governing Body

Intended Outcome	Action	Lead Officer	Progress and Evaluation
<p>The Hillview Governing Body is effective and understands it's work of:</p> <ul style="list-style-type: none"> ▪ Monitoring ▪ Critical Friend ▪ Accountability 	<p>Provide training for the governing body on it's roles and responsibilities</p> <p>Establish committees and relevant action plans</p> <p>Recruit additional parent and community governors</p>	<p>LEA Officer/ Headteacher</p>	<p>Report to Governing Body.</p>
<p>Develop the best management arrangement between Hillview and Roxeth School either through federation or amalgamation</p>	<p>Meetings are held with</p> <ul style="list-style-type: none"> ▪ LEA ▪ Governing bodies ▪ DfES 		

Children and Curriculum

Intended Outcome	Action	Lead Officer	Progress and Evaluation
The quality of Foundation Stage curriculum and care and education to 2 year olds is maintained across three sites whilst building work takes place	Staff are regularly visited in all three sites Planning is in place to support quality during the 36 week building project	Foundation Stage Curriculum Co-ordinator	Report to Governing Body
Learning Areas are re-established	Planning meetings take place Resources are Audited		
A Quality, differentiated and integrated curriculum is in place for all children	Planning meetings are held		

