

## **School Reorganisation Statutory Consultation**

### **Consultation list**

The writing in bold type is taken from the DCSF School Organisation Unit Guidance for Local Authorities and Governing Bodies.

The ordinary type lists the actions identified to be undertaken.

[Blue type denotes actions completed and date.](#)

**The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended) require proposers to consult the following interested parties:**

**1. the governing body of any school which is the subject of proposals (if the LA are publishing proposals)**

Write to: Headteachers and Chairs of Governors of Harrow primary sector schools:

i.e. All community first, middle and combined first & middle schools in Harrow, including special schools

Headteachers and Chairs of Governors of Harrow secondary sector schools:

i.e. All community high schools in Harrow, including special schools

In the letters ask the schools to organise opportunities for parents, staff and governors to meet and discuss the proposals during the Autumn Term 2008. This could be part of planned meetings such as annual governors' meetings or open evenings etc. Also, ask the schools to consult their pupils through established mechanisms, for example, the school council.

Request a formal collective response to the consultation from the school, as well as asking them to encourage individuals to respond.

[Letters sent to Heads and Chairs of all Harrow schools on 5/9](#)

Provide a proforma at the beginning of the Autumn Term 2008 for the school to complete after half-term indicating the activities that have been undertaken. [Sent November.](#)

**2. the LA that maintains the school (if the governing body is publishing the proposals)**

Advise the Harrow VA schools that are publishing proposals to write to Harrow Council.

[Letters sent November.](#)

**3. families of pupils, teachers and other staff at the school**

As point 1 - ask the schools to organise opportunities for parents, staff (teaching and non-teaching) and governors to meet and discuss the proposals during the Autumn Term. This could be part of planned meetings such as annual governors' meetings or open evenings, etc. Also, ask the schools to consult their pupils through established mechanisms, for example, the school council. [In the letters sent to Heads and Chairs on 5/9](#)

**4. any LA likely to be affected by the proposals, including neighbouring authorities where there may be significant cross-border movement of pupils**

Write to: Director of Education of:

Barnet, Brent, Ealing, Hertfordshire, Hillingdon

Enclose the consultation booklet. [Letter A sent, and enclosed the consultation booklet 12/9](#)

In the letter ask the directors to forward the letter to any schools in their area that they consider may be affected by the proposals, and for those schools to consider how to engage with their parents and staff as they think appropriate. [Included in the letters.](#)

**5. the governing bodies, teachers and other staff of any other school that may be affected**

Write to: Headteachers and Chairs of Governors of:

All VA primary schools and Roman Catholic high schools

[Letters sent to Heads and Chairs of all Harrow schools on 5/9](#)

All private sector schools in Harrow

[Letter D sent to all private schools, and enclose the consultation booklet 12/9](#)

In the letters invite the schools to consider how they can best engage with their staff and parents, for example, through meetings or other means as appropriate. [Included in letters.](#)

**6. families of any pupils at any other school who may be affected by the proposals including where appropriate families of pupils at feeder primary schools**

Letters sent under points 1, 4 and 5 will ask schools to consider how to engage with their parents and staff as they think appropriate. [Included in the letters under points 1, 4 and 5.](#)

**7. any trade unions who represent staff at the school; and representatives of any trade union of any other staff at schools who may be affected by the proposals**

Write to: NUT; Unison; ATL; NAHT; NASUWT; GMB

Enclose the consultation booklet. [Letter C sent, and enclosed the consultation booklet 16/9](#)

Discuss at Adults and Children Services Joint Committee.

|             |  |        |                            |
|-------------|--|--------|----------------------------|
| Discuss at: | Employee Consultative Forum on 29 October 2008   | Lesley | <a href="#">Done 12/12</a> |
|             | Children's Services Departmental Joint Committee |        | <a href="#">Done</a>       |
|             | Corporate Joint Committee                        |        | <a href="#">Done 28/10</a> |

**8. (if proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school**

|           |                               |                       |
|-----------|-------------------------------|-----------------------|
| Write to: | Archdiocese of Westminster    | (Roman Catholic)      |
|           | Society of the Divine Saviour | (Salvatorian Fathers) |
|           | London Diocesan Board         | (Church of England)   |
|           | United Synagogue              | (Jewish)              |
|           | I-Foundation                  | (Hindu)               |

Enclose the consultation booklet. [Letter B sent, and enclosed the consultation booklet 12/9](#)

**9. the trustees of the school (if any)**

Not applicable.

**10. (if the proposals affect the provision of full-time 14-19 education) the Learning and Skills Council (LSC)**

Write to: London West Learning and Skills Council  
London North Learning and Skills Council  
Learning and Skills Council Hertfordshire

Enclose the consultation booklet. [Letter C sent, and enclosed the consultation booklet 12/9](#)

**11. MPs whose constituencies include the schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals**

Write to: All MPs in Harrow, Barnet, Brent, Ealing, Hertfordshire, Hillingdon

[Letter C sent, and enclosed the consultation booklet 15/9 \(Harrow 12/9\)](#)

**12. the local district or parish council where the school or proposed school that is the subject of the proposals is situated**

Not applicable.

**13. any other interested party, for example, the Early Years Development and Childcare Partnership (if one exists), or any local partnership or group that exists in place of an EYDCP (where proposals affect early years and/or childcare provision), or those who benefit from a contractual arrangement giving them the use of the premises**

Write to: Harrow Early Years Development and Childcare Partnership

All pre-school providers [Letter sent 24/9](#)

[Presentation given to Early Years Forum on 20/10 and booklets distributed.](#)

All Children's Centres

[Letter E sent, and enclosed the consultation booklet and poster](#)

**14. such other persons as appear to the proposers to be appropriate**

Post the consultation on the Harrow website and the intranet. [Information posted](#)

Write to: All Harrow elected Members [12/9](#)

Harrow College [12/9](#)

St Dominic's College [12/9](#)

Stanmore College [12/9](#)

Libraries [poster and 20 copies to 11 libraries 18/9](#)

Leisure Centre [poster and 10 copies 18/9](#)

Art Centre [poster and 10 copies 18/9](#)

Pinner Road Children's Service [poster and 30 copies 18/9](#)

Alexandra Avenue [poster and 30 copies 18/9](#)

Corporate Leadership Group (all corporate directors and directors) [email 16/9](#)

Children's Services Management Team [email via Director's PA 16/9](#)

Achievement & Inclusion Service (School Improvement Partners) [email 16/9](#)

Teacher Centre Reception [20 copies sent 12/9](#)

Harrow Council for Racial Equality [12/9](#)

Northwick Park Children's Service [poster and 5 copies sent 18/9](#)

Harrow Family Learning Network [12/9](#)

Faith in Community [12/9](#)

Harrow Association for the Disabled [12/9](#)

Harrow Association of Voluntary Services [12/9](#)

Harrow Refugee Forum [12/9](#)

Harrow Mencap [12/9](#)

Enclose the consultation booklet. [Letter C sent, and enclosed the consultation booklet](#)

Write to: Harrow PCT, North West London Hospitals NHS Trust, Central and North West London (CNWL) NHS Foundation Trust, Royal National Orthopaedic Hospital NHS Trust, Harrow CAMHS

Enclose the consultation booklet. [Sent 30/9.](#)

Email to all community and voluntary organisations in Harrow using Policy & Partnership group email list of 200+ organisations. [Letter C emailed + pdf of consultation booklet 30/9.](#)

Posters in community locations (including 40 Surgeries and 5 Clinics via PCT). See separate distribution list. [Sent letter 1, and enclosed the poster 19/9.](#)

Presentation on screen in Access Harrow, and posters and consultation booklets available. [Posters and consultation booklets provided. Presentation not appropriate format for screen.](#)

Appendix 1 Annexe 1 of Cabinet Report dated 15 January 1009  
Proposals for School Reorganisation in Harrow

Public Meetings 3 and 17 November – have consultation booklets available. [Done](#).

Article about the consultation in September ([Done](#)) and November publications of Harrow People, which goes to every Harrow household. [Done](#)

Newsletter in October to remind about consultation period and promote public meetings. [Done](#)

**Under Section 176 of the Education Act 2002 LAs and governing bodies are also under a duty to consult pupils on any proposed changes to local school organisation that may affect them**

Ask the schools to consult their pupils through established mechanisms, for example the school councils (see point 1).

Write to: Harrow Youth Council [Attended meeting 24/9](#).

High School Student Advisory Group [Attended meeting 15/9](#)

[distributed consultation booklet](#) [Attended further meeting 20/10](#)

Middle School Student Advisory Group [Attended meeting on 7/11](#)

Young Voices Group

Enclose the consultation booklet. [Letter C sent, and enclosed the consultation booklet](#)

Chris Melly 5 January 2009