

Appendix A – CLA Attainment (July 2012 report to O&S)

Action	Led by	Support from	Timescale	Review date	Impact/ outcomes	Evidence source(s)	Current situation (May 2012)
1. Write information guidance re CLA and Virtual School for circulation to relevant partners	VHT	NC AP VS staff	February 2012	March 2012	All partners aware of Virtual School, and its purpose, including CLA Clear, accessible information available to all	CLA web pages Documentation	Material written for CLA webpage ready for insertion
2. Attend a range of fora to disseminate widely information created in (1)	VHT	Divisional Director, CS Workforce Development Officer, AP, NC	Mid Feb – end of March 2012	Start April 2012	Opportunity for direct contact with partners; establishing Harrow's Virtual School as a reality	Presentation materials Feedback from meetings	Discussions at CSMT, Heads and Directors meeting, CLA Managers meetings
3. Resolution of data issues - Collection - Collation - Reporting and potential for creating a "Virtual School" space	VHT	Performance team	Mid Feb – April 2012	Start May 2012	Creation of a comprehensive and accessible data source. Ability to track individuals/groups of pupils; improved ability to target resources	'Virtual School' space on EMS and/or improved capacity on Framework-i	Access to EMS given; improved access to Framework-I; up to date dataset created detailing attainment info. Discussions opened regarding future use of Framework-i. Development likely to include change to current PEP form and use of education section (currently not used) on Framework-I to store/update education info

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4. Review roles/ responsibilities of Virtual School staff	VHT	GH HR (PRT)	End Feb – mid March	Mid March	Greater clarity of roles/responsibilities for existing staff Improved capacity for direct support of CLA Greater efficiency and removal of duplication of effort	Job descriptions	Initial discussions have taken place with staff regarding possible changes and a potential new structure. Work continues on this area for implementation by Sept 2012.
5. Audit all PEP's for completion and quality	VHT	Virtual School staff QACS QA&SI staff	Mid March – end March	End March	This will provide accurate info re completion rate and information re quality. Guidance for review of format	Report of PEP audit	Initial audits on Year 11 pupils, those selected for review recently and cases where intervention has been needed has indicated similar quality issues re completion. These will be fully addressed by the development work to be done under 3 and 6. A recent audit of completion rates indicated improvement from 70% (Feb 12) to 85%
6. Revise PEP format	VHT	Performance	Start April – mid April	Mid April	Easier format to use Improved quality	New format on Framework-i	See comments under 3.

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		team Virtual School staff Divisional Director, Service managers			Improved access to data Able to support judgements for commissioning support for individual CLA		

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7. Investigate possibility of Easter revision classes/individual tuition for Year 10/11	VHT	School staff External providers	Mid Feb – mid March (tuition during Easter break)	End March	Targeted individual support Improved confidence for CLA receiving tuition Improved performance in core subjects	Records of tuition/revision classes Exam results Summer 2012 /2013	Some individual tuition has been provided; revision classes not viable this year – will remain a target for 2012-2013
8. Confirm resources available and areas to be prioritised for commissioning of CLA support	VHT	GH JS	March 2012 – July 2012	Aug 2012	Improved staffing Wider range of support available for CLA Improved outcomes in terms of attendance/exclusions /progress	Staff in post Menu of available support expanded Data showing some improved outcomes for individuals	Initial discussions with Divisional Director have taken place and a base budget agreed.
9. Establish a network for Social Care/Designated Teachers	VHT	Virtual School staff ESSO HSIP	May 2012 – July 2012	Aug 2012	Improved knowledge / understanding of issues Ability to share and learn from the good practice of others Improved provision for CLA	Records of Meeting(s); feedback from membership	This is primarily an action for academic year 2012/13 .

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10. Review pupils transferring to secondary education; check transition provision	VHT	Admissions Primary school staff Virtual School staff	May 2012 – Sept 2012	End Sept 2012	Transition programme which meets individual need CLA make a confident start to secondary education	Schools report CLA confident and settled at start of Year 7 Attendance not an issue	Work here to begin at May half term onwards
11. Develop training programme for academic year 2012 - 2013	VHT	Other colleagues providing specialist input; CS L&D Officer; P/ship Workforce Dev & Training Officer Virtual School staff	May 2012 – Sept 2012	After each session/course Full review at end of academic year	Greater confidence and competence in supporting CLA Better understanding of issues covered	Participant feedback	Plan to be circulated for school staff in second half of Summer term; a session for foster carers is also planned for Dec 2012

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12. Ensure system in place for collection/entry of data for all CLA	VHT	Performance team Schools Social care staff Virtual School staff	June 2012 – Sept 2012	Start of new academic year 2012 - 2013	Comprehensive and accurate information available for all three groups of CLA Improved ability to interrogate data and target resources Improvement in depth and quality of support available to colleagues Improvement in direct support for CLA	Data sources available to interrogate	See comments under 3
13. Establish a rolling programme of audit (by Year group/Key Stage)	VHT	Social care managers; QACS/QA&SI staff Virtual School staff	Sept 2012 onwards	After each audit	Enhanced accountability Ongoing check on individual progress Ability to proactively plan for improvement enhanced	Regular reports for each group	To begin Sept 2012