

Extended Schools Services Action Plan

All work to be coordinated by Stephanie Harvey (Deputy Head Teacher)

Objective	Action	Resources	Timescale	Success criteria
To support parents to feel engaged in their child's learning.	<ul style="list-style-type: none"> Investigate parental need and demand for services through consultation. 	Consultation process	Dec 2007	Response to consultation
	<ul style="list-style-type: none"> Contact external agencies for parenting support. 	Letters	Dec 2007	Contact name for external agencies.
	<ul style="list-style-type: none"> Dependent on consultation, form parent focus group to support 		Jan 2007	Parent focus group up and running
	<ul style="list-style-type: none"> Dependent on consultation, provide access to appropriate services and information for parents. 		Ongoing	Accessibility of services by parents. Satisfaction survey results
	<ul style="list-style-type: none"> Provide an updated and relevant information point for parents. 	Notice board Leaflets		
	<ul style="list-style-type: none"> Provide transition information at relevant points. 	Meetings Information	July 2007	Parents aware of transition at all levels
To open school facilities to the wider community.	<ul style="list-style-type: none"> Investigate need and demand for use of premises by community groups 	Letters	Dec 2007	Response to consultation
	<ul style="list-style-type: none"> Investigate need and demand for adult learning programmes. 	Consultation process	Jan 2007	Response to consultation
	<ul style="list-style-type: none"> Form working party to steer improvement 		Jan 2007	

	<ul style="list-style-type: none"> • Dependent on consultation, provide facilities for community groups where appropriate. 	School facilities	June 2007	
To provide swift and easy access to targeted and specialist services.	<ul style="list-style-type: none"> • Attend training for Common Assessment Framework. 	Time/Supply costs	Nov 2007	Attend training
	<ul style="list-style-type: none"> • Appoint Named Individual and Lead Professional in school. 		Nov 2007	Appointments made
	<ul style="list-style-type: none"> • Implement clear process of CAF referral. 		Feb 2007	Process in use
	<ul style="list-style-type: none"> • Make all staff aware of CAF process 	Meeting	Feb 2007	Staff aware of CAF process
To provide appropriate premises for community access.	<ul style="list-style-type: none"> • Apply for and gain Capital Grant for Extended Schools. 	Application process	Sept 2007	Successful application
	<ul style="list-style-type: none"> • Obtain quotes for refurbishment. 	Time	Nov 2007	Quotes
	<ul style="list-style-type: none"> • Consult with relevant parties on refurbishment plans 	Meeting	Dec 2007	Evidence of consultation
	<ul style="list-style-type: none"> • Begin refurbishment of old horsa block. 	Disruption	July 2008	
	<ul style="list-style-type: none"> • Successful completion of refurbishment and room in use. 		Sept 2008	Room in use