

# Education Bulletin

For all professionals involved  
in education and SEND  
in the Local Area



**NHS**  
Sutton  
Clinical Commissioning Group

**Cognus**  
No Limits on Learning



## Our Vision

We are collectively ambitious for our children and young people. Together we want to provide them with the best chances to achieve their best outcomes in life whatever their starting point and prepare them effectively for adulthood.

## In this issue:

1. Introduction from Fiona Phelps, Assistant Director Education and SEND
2. Update on the Local Area's progress against the Written Statement of Action
3. Local Area SEND Survey
4. Inclusion Experts Support Programme
5. Sutton Local Safeguarding Children Board Update
6. Domestic Violence and Abuse Support for services in Sutton including charities - the Limes College
7. Targeted Youth Support Service and Youth Offending Team merge
8. School Improvement Support in Sutton
9. Cognus Support following School Emergencies and Critical Incidents - Educational Psychology Service
10. Healthy Early Years London Award
11. LBS Staffing Update / Cognus Structure Chart
12. National Funding Formula 2019/20
13. Managing the media - support for schools
14. Asbestos Management Assurance Process
15. Special Needs Capital Fund

## 1. Welcome to the first Education Bulletin!

Following the very positive feedback regarding our letter to schools in September and the consultations we have carried out on improving communication between partners, I am delighted to introduce our first Education Bulletin! This will be the start of regular updates for everyone involved with education and young people - and everyone is invited to contribute; please email your contributions to [educationbulletin@sutton.gov.uk](mailto:educationbulletin@sutton.gov.uk) - see guidance at the bottom of the bulletin. We are planning to have different people to introduce the bulletin for each issue, and may have particular themes or develop specific sections; please do let us know of any developments or improvements you would like to see.

Although our Written Statement of Action demonstrates that, collectively, we still have work to do to ensure the best outcomes for all our Sutton children with SEND, there is also a lot that is going well - for example, Sutton schools remain amongst the highest in the country on both progress and attainment, and Wilson's has recently been named as The Sunday Times' state secondary school of the year 2019 - congratulations to everyone involved with

such successes, and please do let us know of other successes you would like to share.

There is a lot to read in this first Bulletin, so I will end here, but once again, thank you for all your contributions both to this, and to improving our Local Area for children with SEND.

*Fiona*



---

## 2. Update on the Written Statement of Action

The Local Area's Written Statement of Action, dated 3 July 2018, can be found on the [Local Offer webpages on the Council's website](#). Since then, the Local Area has focused on improving the infrastructure, processes and procedures across the partnership, developing closer joint working and showing impact of the changes. A full update on our progress can be found in the report that will be presented to the [People Committee on the 6th of December](#) but some of the key highlights are as follows:

- The EHC Needs Assessment Process has been clarified and shared with stakeholders; the Sutton Parent Carers' Forum has been involved in constructing the new process so that they are able to explain it clearly to parents new to the assessment process. Through this process the partnership has agreed new templates used for requesting an EHC Needs Assessment and requesting professional advice to inform the assessment. These templates are available on the [Local Offer website](#) and can be used now; we will formally launch all the new templates in January. We will of course review the templates and the process again in Summer term 2019, and will use your feedback to make improvements and develop them further if we need to.
- Sutton's Information, Advice and Support Service (SIASS) is now fully operational, and receiving positive feedback. The SIASS officers are continuing their IPSEA legal training to ensure information and advice is accurate and impartial. To contact SIASS please email [spps@cognus.org.uk](mailto:spps@cognus.org.uk)
- Training: During the autumn term, there have been several multi-agency and service-specific training and information sessions delivered for schools (SENCOs, Head Teachers and Governors), educational psychologists, therapists, SEN Service and Social Care teams. A multi-agency external training event was held on the 30 October, with over 120 professionals from a wide range of services attending: this focused on developing Outcomes and EHC Plans. The slides from this event can be found [here](#).
- The High Needs Block Review: To improve our Local Offer, LBS has commissioned an independent review of the Borough's current approaches to funding SEND, the initial phase of which is due to be completed by early January. As well as visits to all special schools and a wide range of mainstream and additionally resourced provision, the HNB review has engaged with LBS and Cognus officers, governors, SENCOs, headteachers and parents. It will also use comparative analyses of our data and current spend on High Needs and our use of both mainstream and special provision. The review will then provide recommendations for ways forward, and will therefore enable us as a partnership to consider and decide what the local area processes for allocating and priorities for funding are so that over time, our local provision and services will be improved.

If you have any questions about the WSOA please contact [victor.roman@sutton.gov.uk](mailto:victor.roman@sutton.gov.uk) or [fiona.phelps@sutton.gov.uk](mailto:fiona.phelps@sutton.gov.uk)

---

## 3. Local Area SEND Survey

We need to understand the impact of the work taking place through the Written Statement of Action on our Local Area. If you are a professional involved in Education, we would be very grateful if you could complete this brief survey (5-6mins) accessed through the link

below. **Please complete the survey by 21 December 2018!** This survey sits alongside other surveys seeking to gauge the experience of children and parents so that we can build a better picture of where we are now, the progress we are making and what we still have to do. Your response will help shape our next steps so thank you for all your help.

[Link to impact survey for professionals](#)

---

## 4. Inclusion Experts Support Programme

In light of the WSOA, and the importance of supporting schools to support children at risk of exclusion from mainstream schools, and in liaison with LBS and the Primary Heads Group Cognus has commissioned a pilot/trailblazer with an organisation called the Inclusion Experts (<https://inclusionexpert.com>). This is not just a behaviour project but much wider than that. This bespoke project will have a working title of 'Maximising Potential'.

We will be contacting a 'cluster' of schools to work within this pilot. The input of inclusion experts will be fully funded. The rationale for involvement in the pilot will be based on data analysis, identifying where need is greatest. Initially, we are looking for a secondary school with (some) feeder primary schools specifically where children from the feeder schools are being excluded in year 7 and 8.

The IE team will provide direct support with proven strategies around culture, process, policy, tactics, communications and relationships internally and externally across the cluster schools. In addition there will be a full programme of training implemented for those schools and their teams to inform and enhance practice of teaching and learning within the classroom and beyond. There will always be a focus on maximising resources and therefore the potential of everyone involved, with the child at the heart of the process. If and where the training session have space or capacity, these will be offered at significantly subsidised rates to other schools across Sutton. Should/when the pilot goes well, with the practices extremely well received, we will discuss with LBS and school leaders how we embed and/or deliver the approach across Sutton with all schools.

**Contact:** [bob.harrison@cognus.org.uk](mailto:bob.harrison@cognus.org.uk) – Bob Harrison will be in touch with schools in December to discuss set-up and how we wish to take things forward.

---

## 5. Sutton Local Safeguarding Children Board Update

### LSCB Management of Self Harm Protocol

Sutton LSCB has updated the [LSCB Management of Self-Harm Protocol](#); all links and contact details have been checked and updated where required, and Appendices C, E, F, and H have been updated. This protocol was developed by the multi-agency partnership, including input from school professionals, as a response to an increase in referrals for self-harm. The protocol is for all staff and volunteers working with children and young people in Sutton, and includes a useful flowchart in Appendix A for referral pathways following a disclosure or concern about a young person self-harming.

### LSCB Multi-Agency Threshold Guidance

In October 2018, Sutton LSCB published its revised [Multi-Agency Threshold Guidance](#). This threshold document is guidance for responding to a concern about a child under the age of 18 years, based on the London Child Protection procedures, which should be followed by all staff and volunteers in Sutton. The guidance includes information on Early Help and Child Protection pathways, children with disabilities, indicators at all four tiers, and a threshold pathway flowchart.

### Sutton LSCB Annual Report 2017-18

Sutton LSCB has published its [Annual Report 2017-18](#). This report looks back at the activities and achievements of the LSCB in 2017-18, and looks forward at the priorities for the LSCB in 2018-19.

### Implementation of the Children and Social Work Act 2017

Under the published revised [Working Together 2018](#), there will be three equal safeguarding partners (Local Authority, Sutton Clinical Commissioning Group, and the Police) that will agree and publish their local plan for multi-agency safeguarding arrangements by 29 June 2019. The local plan will set out the arrangements for involving 'relevant' organisations which includes partners who come under the revised [Keeping Children Safe in Education \(2018\)](#). The guidance came into effect on 3 September 2018 and applies to schools and colleges.

**Contact Details:**

Camilla Webster, LSCB and L&D manager, [suttonlscb@sutton.gov.uk](mailto:suttonlscb@sutton.gov.uk)

## 6. Domestic Violence and Abuse Support for services in Sutton including charities – the Limes College

The Limes College are currently supplying services in Sutton with bespoke domestic violence and abuse support based on client needs. All services are currently free until February 2020. Below are some of the services we are currently delivering;



- BAM (Becoming a Man) is currently aimed at boys aged 10 – 18 years old. The boys complete a Teen Star profile which measures substance misuse, safety and security, wellbeing, citizenship, family/adults, relationships and structure. Dependent on their teen star score a tailored package is delivered over a period of six weeks.
- Twilights and Inset training delivered to professionals on domestic violence and abuse.
- A self-esteem programme in the community over a period of six weeks. Professionals or people can self- refer. The programme caters for women only, aged 16+. The women do not have to have suffered domestic violence and abuse.
- Support with lesson plans or curriculum activities around healthy relationships and domestic violence abuse which are age appropriate.
- The Rae Programme is a domestic violence and abuse recovery programme aimed at 10 – 16 year olds, that do not live with the perpetrator. The course runs over a 10-week period.
- The Gaynor Programme is a domestic violence and abuse recovery programme aimed at women that do not live with the perpetrator. The course runs over a 10-week period.
- Safety planning advice and support are available for clients.

If you like would like further details or information please contact **Leila Belghazouani** on **07736 338477** or [belghazouani1@thelimescollege.org.uk](mailto:belghazouani1@thelimescollege.org.uk)

## 7. Targeted Youth Support Service and Youth Offending Team merge

From November, the Targeted Youth Service and Youth Offending Teams have merged to form the Integrated Youth Services. The team will still be based at the Quad, working with young people from aged 11-18. Some of the services which will be delivered are:

- Edge of Care work (referral via social work teams)
- Edge of Exclusion work (referral via Vulnerable Pupil Panel)
- Parenting one to one and group work
- YOUThink Crime prevention service
- Teenage parent work
- Post 16 destination tracking and work with those not in employment, education or training (NEET)
- Statutory work with young people who offend including pre and post court interventions
- Restorative work with victims and support

- Specialist work delivered via our Speech and Language Therapist, School nurse, Police Officer, Probation and CAMHS workers within the team

Embedded in our practice will be restorative practice and trauma informed approach to working with young people and families. We are hoping that the new service will lead to more streamlined, focus interventions with young people recognising vulnerabilities and behaviours which lead to negative outcomes. This acknowledges the increasingly complex and high need cases we are working with and needs a range of skilled practitioners and bespoke packages of support to enable change and positive transitions to adulthood.

**HOT OFF THE PRESS!!** We have also been successful in securing funding from the Mayor of London to deliver innovative support to young people at risk of criminal activity and exclusion from school... this project has been named by young people as 'IDM' – I'm Doing Me. This project will deliver not just one to one interventions but workshops on knife crime and risk taking behaviour, substance misuse and impact on your life, social media use and mental health, anti social behaviour.

There will be a range of positive activities as well run alongside it delivered at evening and weekends including Boxing sessions, Street Doctors bike sessions, holiday activity programmes, a summer residential and music/mixing sessions.... To name but a few! The referral details and activity programmes are currently been finalised and we are hoping to begin the IDM project in January/February. Brian Duffas will be our lead coordinator of the programme.



#### Going forward.....

The service focus is on building resilience and improving life chances for adolescents going forward. Going forward, we are aware of the increasing risks and concerns which impact children outside of the home.... Integrated Youth Service will look to adopt a contextualised response to safeguarding which means focusing on neighbourhoods, peer group influences and exploitation in any form to keep young people safer. I welcome any further discussion around how we can work together to keep young people safe and increase positive opportunities for vulnerable young people.

Contact Laura Noulton – [laura.noulton@sutton.gov.uk](mailto:laura.noulton@sutton.gov.uk)

## 8. School Improvement Support

The Government has provided a School Improvement Brokering Grant to Local Authorities since September 2017 to allow them to continue to monitor performance of LA maintained schools, broker school improvement provision, and intervene as appropriate. The total allocation to Sutton in 2017/18 was £116k. The grant is expected to continue into the future but will reduce over time if more schools become Academies. LBS and Cognus have been working on proposals to use this funding and as a result, Cognus:

1. Is supporting a desk-based analysis of the current position across Sutton;
2. Is working with the teaching schools/NLEs to develop a comprehensive list of the SLEs and their skills sets across Sutton;
3. Is planning to recruit an independent School Improvement Lead with the appropriate experience and knowledge to deliver and embed school improvement provision;
4. Has appointed Kate Leyshon (Headteacher of the Sutton Virtual School) as the lead Cognus team member to co-ordinate activities;
5. Is promoting the CPD offer through which maintained schools can commission NLE or SLE time at significantly subsidised rates as the grant can be used to offset the costs. Confirmed subsidies to follow very shortly;
6. Will publish the process for accessing the grant shortly;



If you have any questions then please contact Kate Leyshon via [kate.leyshon@cognus.org.uk](mailto:kate.leyshon@cognus.org.uk).

**Please note** – the grant can ONLY BE accessed by maintained schools.

---

## 9. Cognus Support following school emergencies and critical incidents – Educational Psychology Service

Cognus Educational Psychology Service (EPS) is involved in helping local school communities respond to critical incidents. This is a core element of our work and is a free service. As well as working specifically in the area of school policy and planning for critical incidents, Cognus EPS also supports schools when tragic events happen.

Following a school emergency Cognus EPS response generally involves:

- **Planning** - Helping school management to assess the significance and impact of the event, to draw up a plan, to mobilise the schools resources and to access other support systems.
- **Information and Advice** - Providing information and advice to management and staff as they come to terms with the situation.
- **Support** - Being available for consultation to school staff as they support the students. This may involve support meetings at the beginning and end of the school day.
- **Screening** - Working with teachers to identify students who are most in need of support, and developing procedures for reviewing their needs and supporting onward referral, if necessary.

The primary role of the EPS is to advise and support teachers and other adults who work daily with students and who know them well. Best practice indicates that students need to be with people they know and trust. It is therefore more beneficial if school staff provide support for students as they will be around in the longer term and will be in a better position to monitor their students over the days and weeks following an incident.



The EPS does not provide counselling, but rather immediate, short-term support, information and advice to staff. On rare occasions and in the event of a major critical incident, school management may decide to host a parent meeting in order to support parents and to disseminate information. The psychologist may attend this meeting to outline the role of the EPS, answer questions on the psychological impact of the event and offer advice on how parents can best support their children.

In a limited number of cases a decision may be made by the psychologist and external agencies, in consultation with the school, to provide a drop-in service for parents. Cognus psychologists may be available at such a drop-in facility as part of an interagency response.

In the event of a school emergency your first point of contact would be **Kieran Holliday** – Tel: **020 87706553**, Mob: **07740173464** or [kieran.holliday@sutton.gov.uk](mailto:kieran.holliday@sutton.gov.uk).

If you require any further information regarding the Educational Psychology Service input please do not hesitate to contact **Nicholas English** – Principal Educational Psychologist [nicholas.english@cognus.org.uk](mailto:nicholas.english@cognus.org.uk)

---

## 10. Healthy Early Years London Award

The Early Years Advisory Team at Cognus Limited are delighted to announce that they have committed to support schools and early years settings in the London Borough of Sutton to work towards achieving a Healthy Early Years London award. Healthy Early Years London is a scheme funded by the Mayor of London which supports and recognises achievements in child health, well-being and development in schools and early years settings.



Building on the success of Healthy Schools London, the scheme will help reduce health inequalities by supporting a healthy start to life across themes that include healthy eating, oral and physical health and early cognitive development. Healthy Early Years London was officially launched by the Mayor in October 2018 and the scheme complements and enhances the statutory Early Years Foundation Stage.



The four levels of awards - First Steps, Bronze, Silver and Gold can be used to improve and support practice in all Early Years schools and settings. The Early Years Team at Cognus have raised awareness of the scheme to Sutton's schools and settings at a recent network meetings and as a result many have already signed up to take part. We hope to officially launch the scheme in Sutton in the Spring Term 2019. For further information please Google Healthy Early Years London or get in touch with The Early Years Advisory Team at Cognus

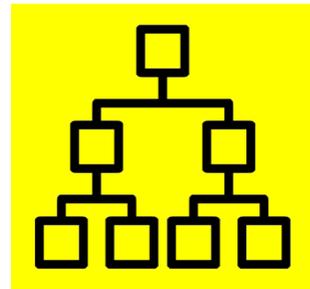
**Contact details:**

**Nick Banham**, Early Years Adviser [nick.banham@cognus.org.uk](mailto:nick.banham@cognus.org.uk)  
**Jan Capon**, Early Years Adviser [jan.capon@cognus.org.uk](mailto:jan.capon@cognus.org.uk)

## 11. LBS Staffing Update / Cognus Structure Chart

Following the recent departure of LBS Chief Executive Niall Bolger (who takes up his post of Chief Executive at Hounslow Council), full Council agreed on Monday 12 November that the role of interim Head of Paid Service (Chief Executive) be shared as follows:

- Mary Morrissey, Strategic Director of Environment, Housing and Regeneration – from 17 December 2018 to 17 March 2019
- Gerald Almeroth, Strategic Director of Resources and Chief Financial Officer – from 18 March 2019 to when the permanent candidate is hired.



The appointment of the permanent Chief Executive is expected to be made by early summer 2019. It has also been agreed that Nick Ireland will continue in his role as Interim Strategic Director for People through next year. A decision on the permanent appointment to this post is expected to take place following the appointment of the Chief Executive.

**Cognus have also published their latest staffing structure which can be found [here](#)**

## 12. National Funding Formula 2019/2020

Proposals for funding arrangements for schools in 2019/20 will be discussed by Schools Forum on 4th December 2019 following [consultation on the LAs approach](#) to the implementation of the National Funding Formula. Schools Forum Papers are published on the Council's website [here](#).



## 13. Managing the media – support for schools

Dealing with the media to gain positive coverage for your school, or when a high profile negative event occurs, can be a daunting prospect - as can ensuring you successfully communicate with your parents, local community and councillors. Knowing there is someone to turn to, who can help you place a good news story in the media, or handle any difficult questions you may face, can be invaluable. Our public relations support is here to help you: it is available for LA schools and provides professional advice and guidance on any matters that may arise.

For example, you may wish to gain positive media coverage for a good news story about your school or a pupils' achievement. We have excellent contacts with local press, as well as regional and national media, and can help you generate valuable publicity. We can also promote your stories in our own council newsletter, [Sutton Scene](#), published twice a month.



We can also provide experienced support for dealing with issues which may attract negative media interest, such as incidents involving students, or staff, or school policies. Not handling interest from the media effectively can cause upset with your staff, parents and community and damage both your professional reputation and that of your school.

We have many years of experience working with schools and understand and care about what matters to you. We work closely with colleagues across the council and with partners to ensure that everyone working with you has the same information and strategy to work to.

We're here to help - please contact us to discuss your requirements: [communicationsteam@sutton.gov.uk](mailto:communicationsteam@sutton.gov.uk). Martin Szybut, Head of Communications, Tel: **020 8770 4631** or Mob: **07967 348679**

---

## 14. Asbestos Management Assurance Process

The Department for Education (DfE) has re-opened the Asbestos Management Assurance Process (AMAP) [online portal](#) from 12 November 2018 to 15 February 2019 to give schools and Responsible Bodies that were unable to participate in the first collection early this summer the chance to provide school information and an assured response. If your schools hasn't yet submitted a return please do so by the above date.

---

## 15. Special Needs Capital Fund

In March 2017, the Government committed £215 million of capital funding to help local authorities create new school places and improve existing facilities for children and young people with SEN and disabilities. Sutton received £1.8m which covers the period 2018/2021. This is not a significant amount of funding in the context of creating new places and details of the funding that has been allocated to date can be found [here](#). There is roughly £700k remaining in the programme. We are minded to try and use the remainder of the funding for smaller projects where we can support schools for adaptations, equipment or other capital expenditure that would enable the needs of children and young people with SEND to be met. The Council is currently undertaking a high needs review in the Borough, so decisions on how to use this funding will not be made until the high needs review, and any recommendations within, are known later in the new year. We will get in touch with schools next year on this but invite schools to start thinking now!

---

## Have a story for the Education Bulletin?

If you're working on a project that supports children and young people, or perhaps you have an event coming up that is relevant to schools and education, or just want to make sure schools are aware of what you are doing then why not contact us?

**Submitting a story is easy.** Simply email [educationbulletin@sutton.gov.uk](mailto:educationbulletin@sutton.gov.uk) with your update of no more than 500 words. Full guidance on how to submit an item and the deadlines and publication dates can be [found here](#).



If you have any queries or would like to submit an article for the next edition,  
then please contact [educationbulletin@sutton.gov.uk](mailto:educationbulletin@sutton.gov.uk)

*Copyright © 2018 London Borough of Sutton, All rights reserved.*

**Sutton Council's mailing address is:**

Sutton Council · Civic Offices · St Nicholas Way · Sutton, SM1 1EA · United Kingdom

**Want to change how you receive these emails?**

You can [update your preferences](#) or [unsubscribe from this list](#).

**You're reading this and want to be added to list for future editions?**

You can also [subscribe to the list](#).

---