

OUTLINE PROCESSES FOR PUPIL AND STAFF TRANSITION

1.0 Background

- 1.1 This Appendix sets out the proposed process for the transition of pupils and staff, subject to Cabinet approval, from the current primary, middle and high organisation to a primary and secondary model of school organisation.
- 1.2 During both the period of informal consultation from January to March 2008 and in the period of formal consultation; the issues of pupil transition and the continuity of staffing to support learning during the process of movement from one system to another has been a key concern of parents, the school professional community and the wider public.
- 1.3 Success in the implementation phase of any change in school organisation is highly dependent upon the quality of the transitional arrangements for both pupils and staff and their communication to young people, parents the professional community and wider public. For all engaged in the process it is paramount that the child comes first and that the actions taken are designed to minimise uncertainty and disruption.
- 1.4 To this end the Authority has already engaged in a number of activities which have and still are informing the process of transition. In particular the following activities have sought to both inform and answer questions.
 - Consultation with young people at all stages of the process;
 - Consultation with parent through the period of 23 June to 10 October 2008;
 - Presentation of possible pupil transition models in the meetings of the formal consultation process;
 - Regular and ongoing dialogue with all appropriate professional associations and unions;
 - Early surveying of staff preferences in respect of possible transfer within any new system;
 - Publication of a statement of principles in respect of staff movement, jointly agreed with the professional associations and unions.
- 1.5 The process of transition outlined in this appendix for both pupils and staff assumes an earliest start date for the move to a primary and secondary school organisation of September 2010. To minimise disruption any delays should be seen in terms of academic years. Therefore, if an implementation start date of September 2010 is not achievable there should be an automatic slip to September 2011. Changes in mid year would offer unacceptable disruption to pupils, parents and staff.
- 1.6 To support this process the Authority has already outlined key principles in respect of pupil and staff transition. For pupils the following will apply:
 - Once a pupil has transferred to a middle school there will be no move back to a primary school as part of any transitional arrangement;

- No pupil will have more school movements (two) during the transitional period than in the current primary, middle and high school organisation.

In respect of pupils' movement parents will still retain their right under the 2006 Admissions Code to express a preference for a new school for their child at any time. However, pupil movement determined by the Local Authority's implementation of a new school organisation will not sit outside of the principles above.

1.7 For staff some of the general principles to be applied are outlined in the document 'Guiding Principles to Schools', which has been jointly agreed with the appropriate professional associations and unions. It can be accessed at <http://eduwight.iow.gov.uk/schools/reorganisation/images/staffingprotocolJune08.pdf>. The key principles to be applied are as follows;

- All staff transfers will take place within the requirements of relevant employment law;
- Processes of redeployment will be applied in accordance with policies agreed with appropriate professional associations and unions specifically for the process of school organisation;
- An appropriate training programme will be offered as part of the implementation process;
- Some degree of ring fencing in the appointment process will apply subject to final agreement with the professional associations and unions and the need to ensure a high quality service in the future;
- Appropriate guidance and career counselling support will be made available to all staff.

2.0 Pupil Transition

2.1 The timeline outlined in appendix P, subject to Cabinet approval, would allow for a phased transition of pupils over the academic years September 2010 to September 2011.

2.2 The proposed milestones in such a timeline are given below.

Date	Event	Comment
September 2009	Last Year 5 intake to middle schools.	The 2010 admission round will only deal with middle transfer (Year 8 July 2010) to secondary.
September 2010	Pupils who are in Year 4 of primary schools in July 2010 stay on in their primary schools for Year 5 in September 2010.	Primary schools start to enlarge to 4-11 age range. Middle schools reduce to a 11-13 age range.
September 2010	The 'winners' of the	The winning 'proposers' now take
Date	Event	Comment
	competitions, primary and secondary take over the	responsibility for the schools they have bid for.

	leadership and governance of the relevant schools.	The secondary 'proposers' take responsibility for the ex-high school sites and Years 9 to 13.
September 2010	Middle schools remain in place under the current governance leadership, With appropriate staffing for only Years 6, 7 and 8.	The middle schools continue to teach Years 6, 7 and 8. This offers continuity to pupils and minimises the risk of staff disruption. Pupils will be familiar with their school and teachers.
September 2011	Primary schools now retain their Year 5 from September 2010 to become the 2011 Year 6.	Primary schools have now enlarged to the full 4-11 age range.
September 2011	Middle schools close. The leadership and governance of the site now comes under the area secondary school.	The secondary school leadership and governance now takes responsibility for Years 7 and 8. Providing the full 11-19 age range.
September 2011	Some primary schools may move to the middle school sites.	Where middle school sites are vacant and primary schools are scheduled to move to the site they now do so.
September 2011	Some Year 7 and 8 pupils will move from the middle schools sites to the secondary sites.	Where secondary provision on the old high schools sites is ready for the full 11-19 age range e.g. the new Cowes site Years 7 and 8 now move to the site.
September 2012	Completion of primary school movements to the middle schools sites.	Whilst a build programme in respect of the modernisation of schools under the Primary capital Programme (PCP) and Building Schools for the Future (BSF) will be continuing, the movement of pupils and staff within the system is now complete.
September 2012	First secondary school intake of Year 7 from primary schools.	Single point of transition. November 2011 admissions return only deals with entry into Year R and transfer to secondary for Year 7. The primary and secondary system of school organisation is now fully in place.
The Primary Capital Programme (PCP) build will continue until at least 2015.		
The Building Schools for the Future (BSF) build will continue until at least 2014.		

2.3 The process of pupil transition outlined in paragraph 2.2 offers pupils the maximum continuity of school, opportunity to remain in their friendship groups and to know the staff who will be teaching and working with them. It provides parents with a clear line of transition to the new secondary provision but does not remove their right to at any time state a preference for a new school for their child.

3.0 Staff Transition

3.1 The timeline outlined below assumes the proposed phased pupil transition in paragraphs 2.1 to 2.3 above is adhered to.

3.2 The proposed milestones in such a timeline are given below.

Date	Event	Comment
December 2009	Interim governing bodies established for the new schools.	The process for headteacher and deputy headteacher appointments can now begin.
January 2010	Headteacher and senior staff appointments for the new schools.	Preferential interviews given to existing headteachers and deputies, where new schools are formed or where there has been a let by competition. Governors are not required to appoint. If no appointment the posts are advertised nationally.
March/May 2010	Staff appointments and transfers for the new schools.	Processes of staff appointments. Application of local redeployment agreement.
March/May 2010	Staff appointments for Years 5 and 6 in the enlarging primary schools.	Ring fencing, of appointments, where appropriate, subject to agreement with the professional associations and unions.
March/May 2010	Middle school staff now know whether they will finally transfer to primary or secondary.	Opportunity for support staff to redeploy to other Council services as appropriate.
September 2010	Primary schools have a known staff complement for Years 5 and 6. Previous high school staff have transferred to the new secondary schools. Middle school Year 6 staff stay with their middle schools on a seconded basis from their primary appointments. Middle school Year 7 and 8 staff stay with their middle schools.	The staffing position at this point allows staff to know their final destination school but retain a continuity of staff and leadership in the middle schools. The middle school leadership and governance stays in place for one year to manage the transition of pupils. Pupils know their teachers and disruption is minimised.
September 2011	Year 6 staff transfer to their posts in the primary schools. Year 7 and 8 staff transfer to their posts in the secondary schools.	Transfer of Year 6 staff to their final schools. This now completes the 4-11 age range staff compliment in each primary school. Year 7 and 8 staff transfer to the relevant secondary school completing the 11-19 age range staff compliment in each school.

- 3.3 Where primary schools are enlarging the existing staff, the school's leadership and the governing body will remain in place. The school will appoint during the period March to May 2010 the staff needed for Years 5 and 6. In September 2010 those staff covering Year 5 will begin their appointments at the school. Those staff for Year 6 will remain with their existing middle schools, on a seconded basis, until September 2011 when they will join the primary school.
- 3.4 Where primary schools are amalgamating to create a new school, staff from the existing schools will in some cases have right of a Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) transfer or redeployment under the locally agreed redeployment scheme. Headteachers and deputy headteachers in the schools amalgamating will have the right of a preferential interview for the substantive post in the new school. This appointment process will be conducted by the interim governing body.
- 3.5 Where the secondary schools are let by competition the Council will specify the way in which potential 'proposers' will be expected to deal with existing employees. Headteachers and deputy headteachers in the existing schools will have the right of a preferential interview for the substantive post in the new school. This appointment process will be conducted by the interim governing body.
- 3.6 The middle school leadership and governance will remain in place to provide continuity to the pupils' transition until the end of August 2011 when all the middle schools will close.
- 3.7 Whilst staff within the middle schools are potentially at risk there will be a need for a very similar number of staff within the new system of school organisation to that of the current system. The reduction of school sites, over time will provide some further risk to those staff who are employed on a site specific basis. However, there will be opportunity for these staff to seek redeployment to other services of the Council.
- 3.8 It is not the Authority's desire to lose staff as part of the process of change to a primary and secondary system. The experience of middle school staff is valued and in the key areas of upper primary and lower secondary will be an essential need of the new primary and secondary schools. Subject to appropriate agreement with the professional associations and unions the staffing appointments will initially be ring fenced to the Island.
- 3.9 In supporting staff transition all staff will have opportunity of appropriate training in relation to the new primary and secondary system. A detailed training programme will be published in early 2009 and this will continue throughout the transition period.