

# Delivering extended services – workshops from ContinYou

ContinYou offers a variety of workshops targeted at schools, governors, cluster co-ordinators and elected members in local authorities. Local authorities and schools can also commission bespoke training which we can deliver on site.

If you would like to discuss your training needs, **contact Bipun Lord at [bipun.lord@continyou.org.uk](mailto:bipun.lord@continyou.org.uk) or call 02476 588 470.**

## Writing an evaluative SEF integrating extended services

Participants will explore:

- why self-evaluation is important
- what good self-evaluation looks like
- how to collect evidence
- the processes leading to monitoring, review and evaluation, including the use of data, targeting and tracking
- how to write evaluative statements.

## SEF individual 1:1 support for headteachers and leadership teams

This will include one day of support from an experienced school improvement consultant, which would comprise half a day in school and half a day follow-up phone and email support. Schools will need to email their existing SEF in advance. This support will enable headteachers and leadership teams to revise their existing SEF to:

- ensure that all statements are evaluative
- consider the impact of community cohesion, extended services, Every Child Matters and the Core Offer
- celebrate the good work of the school with a focus on impact
- identify areas for further development, explaining how these have been identified, action to be taken and planned outcomes.

## Using the SEF to guide school improvement

Self-evaluation and school improvement are a continuous cycle. This workshop considers how to plan for this. This workshop will provide participants with a better understanding of:

- self-evaluation and school improvement processes
- how self-evaluation identifies school priorities
- the essential features of effective SEF writing
- whole-school approach to self-evaluation and school improvement.

## What makes a good SEF?

The SEF drives the school improvement process. Successful SEFs evaluate impact and analyse data carefully. This workshop provides participants with a better understanding of:

- how to write an evaluative SEF which celebrates the strengths of the school
- how to use information from self-evaluation to identify areas for improvement
- cross-referencing sections and providing evidence.

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## **Moving from the identification of school priorities to planning effective, targeted extended services**

It is essential that schools and their partners use extended services strategically to raise achievement. This should be in the context of school self-evaluation, Every Child Matters and the Core Offer. This workshop will provide participants with a better understanding of:

- how extended services can effectively support school improvement priorities
- how to prioritise extended service activities/programmes
- the importance of targeting services to need and how to do this
- how to plan for monitoring and evaluation
- identifying priorities for further planning.

## **Integrating extended services into school improvement planning with measurable outcomes to raise achievement**

To be effective extended services need to be integrated strategically into school improvement planning. All extended services should be planned against school and cluster priorities with clear outcomes. Participants will explore:

- how to strategically plan extended services
- how to establish a baseline and appropriate success criteria to measure impact on achievement
- a range of processes to track progress and impact
- collaborative working with schools and stakeholders.

## **Using extended services to narrow the achievement gap**

Extended services have the potential to narrow the achievement gap and raise achievement for all abilities. This workshop will consider how targeted extended services can achieve this. This workshop will provide delegates with a better understanding of:

- the potential of extended services to raise achievement
- using data to target individual and group need
- successful extended services delivery
- using self-evaluation and monitoring effectively.

## **Extended services and the more able child**

Extended services is a vehicle for raising achievement for all children including the more able. This workshop explores practical and creative approaches to targeting more able children including those who are gifted and talented. This workshop will provide delegates with a better understanding of:

- how extended services can create opportunities for more able children to achieve in different ways
- targeting children according to interest and need
- monitoring and evaluating impact
- involving children in the development of extended services.

## **Quality in the core offer – monitoring and evaluation**

The focus of this practical workshop is to support cluster co-ordinators in planning the core offer strategically with a focus on raising achievement. This will include consideration of appropriate outcomes and how to monitor and evaluate the success of projects. This workshop will provide participants with a better understanding of:

- how to plan the core offer strategically, based on school and cluster priorities
- the importance of establishing a baseline from which to measure progress
- how to develop appropriate success criteria and performance indicators.

## **How varied is your varied menu of activities/study support?**

This practical session will explore ways in which a varied menu of activities and study support can help to raise achievement. This workshop will provide participants with a better understanding of:

- how the varied menu of activities should support and link to school improvement priorities
- the importance of identifying who does and does not attend
- measuring and evaluating the impact of the activity on pupil achievement
- targeting those who most need to attend
- involving pupils in the design and delivery of the varied menu.

## **Linking study support to standards and outcomes**

This workshop will provide participants with a better understanding of how to:

- link out-of-school-hours learning to the standards agenda
- raise awareness of how self-evaluation of out-of-school-hours learning is integral to school self-evaluation
- stimulate thought about how to raise standards in a different and innovative way
- raise awareness about how out-of-school-hours learning can be linked to school improvement priorities.

## **Working with partners to deliver extended services effectively**

Every Child Matters sets the context for this workshop. It will explore how schools and partners can work together effectively to meet the Every Child Matters outcomes and raise achievement. This will include consideration of joint planning, sharing targets and resources, roles and responsibilities including monitoring and evaluating impact. This workshop will provide participants with a better understanding of:

- how their work can mutually support the achievement of each others aims and objectives in the Every Child Matters agenda
- good practice in partnership working
- how to work effectively together as leaders.

## **Involving governors strategically in extended services**

This workshop will explore how leadership teams and governors should work together in the strategic planning, monitoring and evaluation of extended services. It will also explore models of governance when working as a cluster. This workshop will provide participants with a better understanding of:

- identifying needs of pupils, families, the school and cluster, including use of data and consultation
- how leaders and governors can effectively plan extended services linked to school improvement priorities
- establishing a baseline, against which to measure impact
- the governors' role in monitoring and evaluating the impact of the activity on pupil achievement.

## **The strategic role of governors in school improvement**

This workshop will support governors in their strategic responsibilities in sharing the strategic leadership of the school. Governors will have opportunities to explore effective models of governance. This workshop will provide participants with a better understanding of:

- setting the school's vision and strategic aims and agreeing plans and policies, making creative use of available resources
- acting as a critical friend to the headteacher and leadership team to support and challenge them in managing the school
- monitoring and evaluating performance
- ensuring the school is accountable to the children and parents it serves, its local community and to those who fund and maintain it as well as the staff it employs.

## **Governors and their responsibilities under Every Child Matters**

This workshop will support governors in their strategic responsibilities in ensuring the school meets the requirements of the Every Child Matters agenda. This workshop will provide participants with a better understanding of:

- Every Child Matters and its role in raising achievement
- their role in ensuring the school addresses the Every Child Matters agenda
- processes for governors to monitor and evaluate the impact of their school's provision for Every Child Matters
- incorporating Every Child Matters in school-self evaluation.

## **Ofsted and extended services**

Every school should be providing access to extended services by 2010. This workshop explores how schools can celebrate the impact of their extended services through effective self-evaluation. It considers the evidence which may be presented to Ofsted. This workshop will provide participants with a better understanding of:

- planning extended services with a focus on raising achievement
- integrating extended services effectively into school self-evaluation
- gathering evidence of the impact of extended services
- demonstrating to Ofsted, through self-evaluation, the impact of extended services on pupils and families.

## **Putting community cohesion at the heart of your school**

From September 2007 schools have been under a new duty to promote community cohesion. How can you ensure your school is a vibrant force in building community cohesion? Do you need ideas on how to ensure your school promotes community cohesion? This is a practical workshop to support schools in meeting the new duty to promote community cohesion. This workshop will provide participants with a better understanding of:

- community cohesion
- how schools can contribute to community cohesion
- ways in which schools can build on what they are already doing in the light of the new duty
- what others are doing around community cohesion.

## **Developing strategic inter-schools work (1)**

The role of the extended services cluster co-ordinator varies from area to area. This workshop enables participants to consider how to develop their role more effectively and strategically in their work with schools and partners. This workshop will provide participants with a better understanding of their role in supporting schools to work cohesively and co-operatively in order to:

- identify and agree common priorities and successful strategies
- plan collaboratively across the cluster
- develop appropriate cluster success criteria
- identify roles and responsibilities
- work effectively with partners.

## **Planning as a community of schools (2)**

This workshop will provide participants with a better understanding of how to:

- work strategically with governors and school leaders
- use data and other information to identify cluster priorities and appropriate services to form a cluster plan
- establish a baseline against which to measure progress
- decide on appropriate success criteria
- consider monitoring and evaluation strategies.

## **Developing a collective cluster plan for extended services, with a focus on raising achievement**

It is essential that clusters, along with their partners developing extended services, identify common priorities relating to the Core Offer and raising achievement. This workshop will provide participants with a better understanding of how to:

- identify common priorities when planning as a cluster
- prioritise activities and the rationale for this
- plan monitoring and evaluation processes to measure impact
- integrate cluster activities into self-evaluation
- create a cluster plan which can be integrated into school improvement plans.

## **Workforce remodelling in practice – using adults other than teachers effectively to lead and deliver extended services**

Extended services are not about more work for teachers. Schools need to consider the skills of their whole school workforce and links with other partners to plan and deliver services effectively. This workshop will provide participants with a better understanding of:

- how to harness the skills, interests and expertise of the whole-school workforce and the community to deliver extended services
- continuing professional development
- creating new ways of working
- safeguarding
- protocols of working with partners and service level agreements.

## **The Core Offer, Every Child Matters and the implications for school leaders**

This workshop will support school leaders in meeting the requirements of the Every Child Matters agenda and how the Core Offer can support this. This workshop will provide participants with a better understanding of:

- Every Child Matters and its role in raising achievement
- establishing an effective core offer targeted to need
- processes for school leaders to monitor and evaluate the impact of their school's provision for Every Child Matters
- incorporating Every Child Matters and the core offer in school self-evaluation.

## **Leadership in the community**

As more schools develop extended services, school leaders are considering different styles of leadership. This workshop will explore the styles of leadership particularly effective to leading within the community. This workshop will provide delegates with a better understanding of:

- leadership roles within the community
- styles of community leadership
- developing distributed leadership
- training future community leaders.

## **Reaching the hard to reach**

This workshop identifies who the hard to reach are, how they can be consulted and involved in extended services. This workshop will provide delegates with a better understanding of:

- identifying who needs to be targeted
- successful strategies in engagement
- establishing appropriate success criteria
- strategies to address specific issues facing delegates.

## **Using data to plan effectively**

Schools collect a range of data to evaluate progress. This workshop considers how a range of data can be used to improve achievement, curriculum and teaching and learning. This workshop will provide delegates with a better understanding of:

- the range of data available in school and the community
- how to analyse data to look for trends and understand the progress and performance of groups and individuals
- how to use this data more effectively to raise standards
- how to use this data in self-evaluation.

## **How can data support school self-evaluation?**

Schools collect a range of data to evaluate progress. This workshop considers how a range of data can be used to support effective self-evaluation. This workshop provides participants with a better understanding of:

- the range of data available in school and the community
- how to analyse data to look for trends and understand the progress and performance of groups and individuals
- using data to provide evidence of impact in self-evaluation
- integrating data analysis effectively into the SEF.

## **The role of administration staff in supporting extended services**

People in the office play a key role in helping parents and visitors to access the information they need. This workshop considers the role of office personnel in welcoming parents and families and providing appropriate support. This workshop will provide participants with a better understanding of:

- extended services including Every Child Matters and the core offer
- the role of office personnel within this
- signposting and using the Children's Information Service (CIS)
- providing a welcoming and approachable environment for parents, families and the community.

## **Breakfast clubs/after-school clubs – evidencing their impact**

Many schools provide breakfast and after-school clubs, but how do you prove the impact these clubs are having? This workshop will provide participants with a better understanding of:

- establishing a baseline from which to measure impact
- strategies to identify need and impact
- using information including data for self-evaluation
- targeting individuals and groups who will benefit from attending
- roles and responsibilities of providers.

## **Using extended services to connect the generations**

At this workshop participants will explore how to create opportunities for different generations in order to enhance connections between them. Participants will have a better understanding of how to:

- create opportunities to strengthen and harmonise relationships between the generations
- utilise the skills and talents of older and younger age groups in order that each can learn from the other
- to promote positive images of older and younger people
- to enrich the legacy that older age groups pass on to future generations
- to share the experiences of different cultural groups.