



VIRTUAL HEAD
PROJECT PLAN

Objective	Milestones	Target date	Key Outputs	Traffic Lights
1. Recruitment	<ul style="list-style-type: none"> • Recruitment approval system completed • Post advertised • Interviews conducted 	September 2007	Virtual Head in post for September 1st 2007.	
2. Induction	<ul style="list-style-type: none"> • Meet key staff and build contacts • Understand Gateshead systems for education and child care • Establish role and responsibilities with partners • Develop protocols for working together with REALAC • Introduction to Head Teachers through attendance at Head Teacher's Briefings 	October 2007	<p>Training completed on data systems</p> <p>Confirm role and responsibilities with partners.</p> <p>Agreed working practices established with REALAC</p> <p>Introduction completed and role within briefings established</p>	
3. Raising Attainment	<ul style="list-style-type: none"> • Establish working arrangements with identified School Improvement Partner. • Work in schools with School Improvement Partner. 	November 2007	<p>Service level agreement established</p> <p>Programme of joint visits established</p>	

	<ul style="list-style-type: none"> • Establish access to “Perspective” an IT support system for School Evaluation Form completion • Work with School Improvement Partner to complete the Self Evaluation Form process • Access attainment information systems managed by Raising Achievement Service. • Access to “Perspective • Compile and review attainment data for all LAC • Appraise the ongoing LetterBox Club data and evaluate data 	<p>November 2007 And ongoing</p> <p>January 2009</p>	<p>Service level agreement established</p> <p>Self Evaluation Form completed</p> <p>Service level agreement established</p> <p>Produce reports predicting educational attainment</p> <p>Compile and produce report and investigate, subject to appraisal, funding to mainstream LetterBox initiative</p>	
4. Study Support	<ul style="list-style-type: none"> • Investigate best value system of study support 	November 2007 and ongoing	Providers identified and contracts agreed Referral system in place	

LetterBox is an initiative in partnership with Leicester University and the Literacy Trust targeting literacy and numeracy in years 3 and 5.

	<ul style="list-style-type: none"> • Establish with schools and REALAC a referral system for support • Investigate and explore options to use mentoring in schools • Implement mentoring programme subject to above 		Mentoring system identified that would of most benefit to individual young people.	
5. Personal Education Plans	<ul style="list-style-type: none"> • Establish a process to review and analyse PEP data. • Continue to improve the effectiveness of Personal Education Planning. • Review and analyse PEP data 	December 2007 and ongoing	Identify and agree strategies to improve the use of PEPs. Develop the use of PEPs to provide appropriate and timely information about each young person's educational progress.	
6. Governance	<ul style="list-style-type: none"> • Establish Virtual Governing Body • Establish partnership working arrangements with Governing Body Support Service for clerking and access to training.. 	December 2007 and ongoing	Inaugural meeting and timetable for future meetings established. Support identified with clarity on the role of the governing body for LAC virtual school.	
7. Consultation	<ul style="list-style-type: none"> • Develop an ongoing process to consult with 	January 2008 and ongoing	Annual report on young people and carers views	

	<p>young people and carers on the process of education</p> <ul style="list-style-type: none"> • Establish equivalent of School Council for young people Looked After 		<p>completed and used to inform future developments.</p> <p>School Council established</p>	
8. 14 to 19 Curriculum	<ul style="list-style-type: none"> • Establish role within Education Improvement Partners • Establish partnership working with Aim Higher network • Establish partnership working arrangements with – Local colleges Local universities • Establish register of named FE/HE designated leads on education of Looked After 	<p>October 2007</p> <p>March 2008</p>	<p>Role established.</p> <p>Partnership established, publicised and young people accessing aim higher activities. Partnership working agreements established with Colleges. Register of named designated FE/HE leads established.</p>	
9. Training	<ul style="list-style-type: none"> • Consult with Designated Teachers and Schools on training requirements • Collate and produce Designated Teachers 	<p>January 2008 and ongoing</p>	<p>Consultation completed. Partnership arrangements formalised for delivery with REALAC and CBS training section. Handbook for Designated Teachers</p>	

	Handbook		printed and distributed	
10. Virtual Learning	<ul style="list-style-type: none"> Develop a learning site for LAC accessible via the Internet. Identify and implement Virtual Learning opportunities as a resource for young people 	December 2008	<p>Learning site for LAC established</p> <p>Report produced Funding identified. Resource set up</p>	
11. Reports and Evaluation	<ul style="list-style-type: none"> Produce a Self Evaluation Report on the Virtual School (SEF) Provide a Head Teachers I report to Governors Provide an annual report to Overview and Scrutiny Committee (LAC) Monitor all school policies on the Education of LAC and provide guidance for completion 	By April 2009	<p>SEF completed and signed off.</p> <p>Reports completed and presented.</p> <p>All schools register a policy with the LA.</p>	
12.	<ul style="list-style-type: none"> Attend the regional Education Protects consortium Develop partnership working arrangements with other pilot authorities nationally. 	<p>Termly – 2009</p> <p>Ongoing and by Summer 2009</p>	<p>Attend as one of the named lead people for the education of looked after children.</p> <p>Disseminate and exchange key findings from national pilot.</p>	