

# WELCOME BACK TO SCHOOL

AUTUMN 2020

## Parents and carers

**W**e would like to welcome you back to the new academic year. Services across Hammersmith & Fulham have been working with our partners in education settings to support the full access to learning. We thought it helpful to provide an update on what parents should expect from our services.

There has been a plethora of DFE guidance issued over the summer and we are supporting education settings with weekly updates, coordinated by Lilla Huset our professional development centre for schools. Lilla Huset will also arrange regular meetings and peer support network with schools to ensure a coordinated approach for the safe return to school, particularly for our most vulnerable students.

We have developed a local track and trace programme and have a new school facing role to support interpreting government guidance, school risk assessments and generic training. This post will add capacity to allow education to continue in a Covid secure manner if infections rise.

We have also been working through the summer on the integration of the education and SEND services and we are pleased to announce the appointment of Jan Parnell, Director of Education, for the merged service and Mandy Lawson the Assistant Director.

The following colleagues have also been recruited to key positions in the education service and will report directly to Jan Parnell: Daryle Mathurin, Strategic Lead for Education Operations and Relationships; Keith Tysoe, Strategic Lead for Education and Inclusion; and Satwinder Saraon, Strategic Lead for Education Transformation. We believe that we will be able to improve our service design and delivery by aligning and streamlining education, SEND and assets and operations services.

Very best wishes to all parents, carers and students.

**Jacqui McShannon**  
Director of Children's Services

**Jan Parnell**  
Director of Education

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## EDUCATION SERVICE UPDATE

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### SCHOOL IMPROVEMENT AND EARLY YEARS

- Parents and carers can expect schools to fully open from the beginning of the Autumn term and be confident that schools have put in place arrangements to ensure the health, safety and well-being of pupils and staff. To reduce the potential spread of coronavirus, schools will be arranged into smaller units known as 'bubbles'. These bubbles reduce the amount of interaction between pupils and staff across the school to reduce the likelihood of the virus spreading. In the event of a further localised outbreak of coronavirus, schools have contingency plans to ensure pupils have access to remote learning during any periods of self-isolation.

### SEND AND INCLUSION

- Parents and carers can expect their child to have the same access to school as all other pupils. For a child with an education, health and care plan parents and carers can expect the school to deliver the provision as outlined in the plan. For all other children with special educational needs and disabilities, parents and carers can expect similar levels of provision as before lockdown. However, parents and carers need to be aware that schools may need to vary some arrangements due to pupils having to work in 'bubbles'.

### ACE AND SCHOOL ADMISSIONS

- Parents whose children require school places can expect to be able to apply normally for places and children who are difficult to place will be referred to the Fair Access Panel for placement. Support in completing application forms for the 2021 application process which opened on 1 September remains available. School admission brochures and the Hints and Tips

are no longer printed but available to parents on the School Admissions web pages [www.lbhf.gov.uk/schooladmissions](http://www.lbhf.gov.uk/schooladmissions)

Likewise, advice continues to be available to parents on such matters as permanent exclusion and elective home education (EHE) and in relation to EHE, on agreement with parents, inspections of provisions will take place either by home visits or through virtual means.

- Resources are being published on the School Admissions web pages, including brochures and Hints and Tips for both schools and parents' use, while the ACE manual remains online. [Click here for the ACE reference manual](#)

### EDUCATIONAL PSYCHOLOGY

- Parents can expect their child to have access to an EP where required, through normal referral processes. Parents will be asked to give their permission for the EP to visit their child and be given full information as to the nature of the assessment work (e.g. how the EP will carry out any assessment and what safety measures will be in place).

### INSPIRE

- Parents can expect their child or young person to have continued access to their Specialist Teacher either through virtual interventions or face to face where appropriate. Parents/carers will be asked to give their permission for a Specialist Teacher to visit their child or young person. INSPIRE has a robust risk assessment for visits and for the safe use of resources and equipment as needed.

### OCCUPATIONAL THERAPY

- Parents can expect their children to receive occupational therapy intervention detailed in their child's EHCP.

## EDUCATION, HEALTH AND CARE PLANNING

- We have implemented our service structure and now have a full complement of permanent EHC coordinators. This has resulted in some changes to our existing caseload allocation. You may already be in contact with your allocated coordinator but we will shortly write to all parents to confirm details of their allocated EHC coordinator.
- The phase transfer process for EHCP nursery, primary, secondary and post-16 September 2021 places will be managed remotely. We will contact parents and young people in early September with details on the process and key dates.
- Contact our duty line on 020 8753 1021 or [send@lbhf.gov.uk](mailto:send@lbhf.gov.uk)

## DISABLED CHILDREN TEAM

### key messages for parents/carers:

- Parents and carers can expect access to the Disabled Children's team through the usual referral route if not already known to the service. If they are open to the service, parents and carers can expect the allocated social worker to remain in contact with them and for meeting arrangements, reviews and any visits to be discussed with them before taking place. Any visits to the family home or to see children will be fully risk assessed prior to the visit taking place and the social worker to follow social distancing guidelines and use PPE.

## SHORT BREAKS AND STEPHEN WILTSHIRE CENTRE

- We look forward to welcoming back children who we haven't seen during the summer. We have activities planned and toys ready to re-start the play. However, if your child is ill with Covid symptoms, or a member of your household has symptoms please do not send the child for short breaks but contact us to discuss any period of self-isolation and track and trace any children and staff they had contact with if they have been with us in the previous weeks.

- Families are being contacted about individual children's packages. If you have not yet had a conversation or would like to speak to us to discuss any element of short breaks or the Stephen Wiltshire Centre offer, please contact your allocated worker or the duty line on 020 8753 4443. Please see the local offer pages for more about short breaks.  
[H&F Short Breaks offer](#)

## COPRODUCTION, EMPLOYMENT PATHWAYS, YOUTH VOICE AND LOCAL OFFER

- The Youth Council are an active voice for young people in the borough. They have weekly virtual meetings, currently focusing on developing an Inclusive Youth Voice Network, supporting the Environment and Climate Change Youth Summit and a Virtual Take Over Challenge in November. If you know of a young person who may like to get involved, please contact [brenda.whinnett@lbhf.gov.uk](mailto:brenda.whinnett@lbhf.gov.uk)
- We are also working with young people to develop other approaches to support inclusive youth voice.
- Elections for a new Youth Mayor, Member of Youth Parliament and London Youth Assembly Member will also take place in November 2020.
- We are improving the Local Offer website, with a clear emphasis on the new feedback functionality. This will continue to allow the website to evolve over time, owing to direct user feedback and engagement to improve the user experience and the overall accuracy of information of services, activities and organisations within the borough.
- An Inclusive Employment support programme will be delivered by the council supporting young people in preparing for adulthood. The programme offers a person centred pathway for support with work readiness, employment coaching, employment pathway design and development, including tailored support to secure work experience, voluntary work and paid employment, employment application and interview support, in-work support, ongoing work with the young person and employer to

settle the into the job. Ongoing support will be available with the young person and the employer to ensure employment retention.

- Find information on services and support for children and young people aged 0-25 with Special Educational Needs and/or Disabilities (SEND) and their families on the [Local Offer website for Hammersmith and Fulham](#).

## HEALTH SERVICES

- Health services are being restored and parents should contact the individual service or clinician for further information.

## FAMILY SERVICES

- Parents and carers can expect to be able to contact the Family Support and Child Protection team through the usual routes, either through their allocated social worker or when unavailable, the duty numbers. Arrangements for meetings, reviews and any visits will be discussed with families before they take place, unless an unannounced visit is required in keeping with the child's plan. Any visits to the family home or to see their children will be fully risk assessed prior to the visit taking place and for the social worker to follow social distancing guidelines and use PPE.

## FAMILY SUPPORT

- Family Support is here to help Hammersmith and Fulham children, young people and their families thrive. We support families at every stage to build stronger brains and build resilience.
- During the COVID-19 Pandemic we have launched some new services:
  - Virtual sessions available on Facebook.
  - Home learning guides and references for early years, primary school and secondary school children.
  - Our staff still offer support at home with families and you can also access our helpful advice guides for difficult situations 24/7. If making ends meet is hard right now, food bank vouchers are available at our support centres and you could also be eligible for fresh fruit and veg vouchers.
  - We offer support for families through the good times and the tough. Get in contact if we can support you in anyway.
- At Family Support, we acknowledge that it's been a very difficult time for families during this pandemic. However, it is good news that schools are now welcoming children back and encouraging them to attend. We know that school is the best place for children to grow, learn and develop. But it might also be a worrying time and you may need some additional help. If you do need to ask for help – please do get in touch with us – we can help with issues such as your child feeling ready for school, support if you're feeling worried, children struggling with anxiety, routines for school and school equipment needs.
- How to self-refer to Family Support. Please call 020 8753 6070 or email [contact@family-support.org.uk](mailto:contact@family-support.org.uk)
- You can also visit our Digital Service – [www.family-support.org.uk](http://www.family-support.org.uk)

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