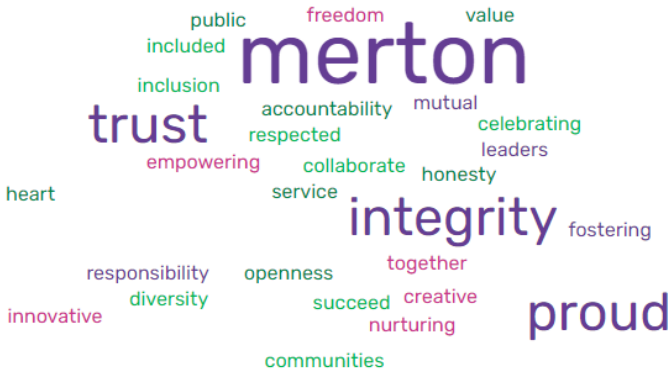


Merton School Improvement CPD Newsletter



Summer Term 2024

Welcome

Merton Council has appointed Beverley Hendricks as its new Executive Director for Children, Lifelong Learning and Families. Beverley will lead Merton's Ofsted outstanding rated children's services and moves from Haringey Council where she is Assistant Director for Safeguarding and Social Care.



Beverley replaces Jane McSherry who is retiring after more than 25 years dedicated service in local government, nine of which have been in Merton. In her time at Merton, Jane created a directorate that is both stable and high-achieving, and founded on a

bedrock of compassionate, ethical, and inclusive leadership.

We were sorry to say goodbye to Rachel Bowerman but delighted to welcome Clare Dudman as our Head of School Improvement. By now, many of you will have met Clare either through our Strategic Headteacher meetings, through the Attain Partnership or through visits to schools.

Clare comes to us with a range of experience having worked across Inner London boroughs and large county councils. We look forward to working alongside her as we move into our new shared future.



Your Feedback

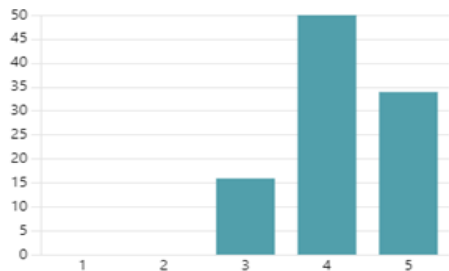
This term we asked the users of our CPD online booking system to let us know how well our programme meets their needs, and any improvements they might like to see. We received over 100 responses, and these will help inform our offer for 2024/ 25 and beyond.

We asked:

- *Overall, how satisfied were you with our 2023-2024 CPD Programme?*

(1 is poor and 5 is excellent)

You said:



We achieved an amazing 4.18 average!

- *How easy do you find our online booking system to:*
 - *Look up courses* 83% agreed it was easy/ very easy
 - *Book on to courses* 82% agreed it was easy/ very easy

Your Feedback

Table 1 How well does our training offer meet your needs

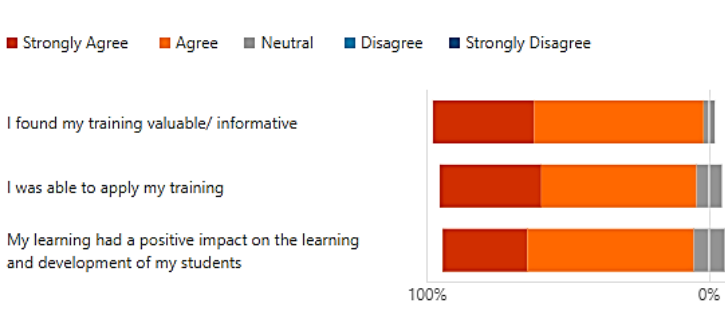
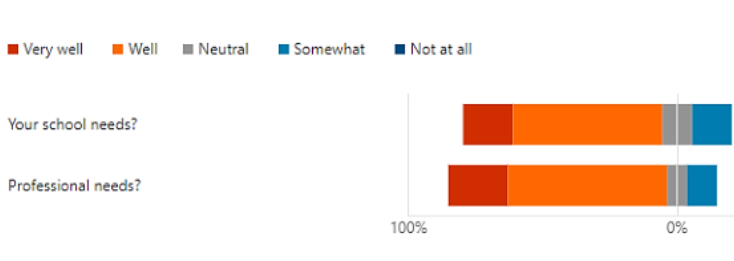


Table 2 Thinking about the training you have attended since September 2023, how strongly do you agree or disagree with these statements?



Your Feedback

You also told us...

“I particularly enjoyed the SENCO and Mental Health forums as a way to connect with other professionals and share good practice.”

“Thank you for the trauma/ mental health support as not all boroughs are as 'on it' as Merton and we are lucky to be a part of this.”

“The Experienced DSL training Level 3 course was expertly hosted by Ameliah and the Prevent speaker Rick was very informative”.

“The cost of courses such as the network meetings are great, whilst I understand you need to fund the Chaucer Centre and staff, there will come a point where we cannot afford to send our subject and EYFS leads on them. It is expensive info sharing rather than professional development.”

“I work for an independent school, but I strongly believe that we can learn a lot from the council and state schools.”

Traveller Education Service

Gypsy, Roma, and Traveller History Month (GRTHM) was celebrated throughout the month of June.

The aim is to raise awareness and celebrate Gypsy, Roma and Traveller culture and heritage while helping to tackle prejudices and challenge myths. It is also a great opportunity to develop understanding in children and young people (as well as professionals) and promote inclusivity and diversity.

Last year, the Traveller Education Service were delighted to host events to celebrate and promote Gypsy, Roma and Traveller History Month and were joined by Traveller pupils and their families, representatives from their schools and educational colleagues from Merton.

It was held at Mitcham Library and there were various displays at the events including all the entries from the competition that was run.



You can see more photos and find resources for how GRTHM 2024 was celebrated on the website:

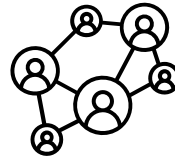
<https://www.cognus.org.uk/services/traveller-education-service/gypsey-roma-and-traveller-history-month/>

You can contact the team with any questions, or to ask for advice/ guidance: tes@cognus.org.uk

'Let's Talk' – Network Workshops

Over the last two years, Ewan Morrison and Sigi Leigh have facilitated the free twilight 'Let's Talk Geography' and 'Let's Talk History' networks. Termly sessions are hosted and led by school history and geography leaders and have provided opportunities to pick up on national and local issues, working collaboratively in exploring different themes within the subjects.

All participants have had the chance to suggest themes and issues to be discussed and where appropriate, we invite external presenters to support the networks. Following the success of these sessions, we would like to introduce two more free 'Let's Talk' networks which will follow the same model...



'Let's Talk' – Network Workshops

Let's Talk Science

These sessions will be hosted at Wimbledon High School and led by Alex Farrer, the Head of Science, PSTT Fellow and regional PSQM hub lead. They will run parallel to the current science network meetings and will provide an opportunity to explore current themes in Primary science.

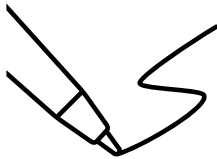
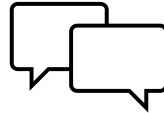


Delivered, based on the interests, concerns, and successes of our Primary science leaders, they will provide an opportunity to explore in greater depth science knowledge, scientific enquiry skills and overarching themes within the science curriculum. With a practical focus, attendance at these sessions is highly recommended.

'Let's Talk' – Network Workshops

Let's Talk Phonics

A new network suggested by one of our schools this year, these sessions will be facilitated by Sigi Leigh, our English Adviser, and will be hosted and led by school Early Reading leads.



They will provide opportunities for Early Reading leads and/ or English Subject leaders, Reception and Year 1 teachers to share practice and collaborate around significant aspects of the teaching of phonics, be they strategic or operational, no matter which SSP the school is using.

Book your place on the Autumn Term 'Let's Talk' Workshops:

History	Wednesday 9 October 2024 Book Here
Geography	Wednesday 16 October 2024 Book Here
Science	Wednesday 25 September 2024 Book Here
Phonics	Thursday 3 October 2024 Book Here

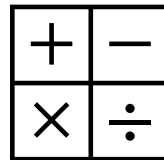
Mathematics

“It’s been a great year for all things mathematics!”

Teaching for Mastery

Our **Maths Hub Workgroup – Specialist Subject Knowledge for Teaching for Mastery** engaged Teaching Assistants from across three local authorities. We explored structures and relationships, language and representations in additive, multiplicative and fractional reasoning across four full days.

If you are interested in developing the knowledge of your teaching assistants in the specialist knowledge required to effectively support pupils in a mastery classroom, then please apply to the [London South-West Maths Hub](#) in



the Autumn Term. George Hopson will be leading it again for 2024-25!

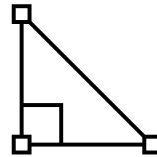
Ordinarily Available and Adaption in Maths

There has been a strong focus on inclusive practice for pupils with SEND in the mathematics classroom this year, with lots of training for developing **Ordinarily Available** strategies. Book *Adaptation in Mathematics for pupils with SEND* [here](#).

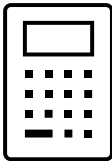
We’ve also provided training on **Adaptation for pupils within a mastery context**. This training will take place again next year. Book *Adaptation for Challenge in Mathematics* [here](#).

Mathematics

Also, for next year, a new course – **Algebra: Not just for Year 6** - looks at how we can develop algebraic thinking throughout the Primary phase to prepare pupils for formal algebra in Year 6 and beyond. Book [here](#).



Year 4 Multiplication Check



A heads up for early in the Autumn Term when George Hopson will be running the half day training session for Year 4 teachers on **Teaching multiplication facts for the MTC**. We recommend Year 3 teachers also attend, so the strategies can be built into the Year 3 programme of study before Year 4. Book *Teaching multiplication facts for the Year 4 Multiplication Tables Check* [here](#).

Network Meetings

Autumn Tuesday 8 October 2024
[Book Here](#)

Spring Tuesday 11 February 2025
[Book Here](#)

Summer Tuesday 1 July 2025
[Book Here](#)

There are more training opportunities for mathematics on the [CPD website](#)!

Governor Support Service

Governor Support Service provides a wide range of courses to support new and existing governors, trustees, and clerks to carry out their role effectively in a professional and confident way.

Throughout this academic year we have offered **Welcome to Governance** and **Safeguarding** sessions each term to ensure new governors have prompt access to the training they need at the start of their governance career.



Alongside courses to support governors in all statutory aspects of their role, we have offered a comprehensive range of diversity courses, drawing on the expertise of external trainers such as Professor Paul Miller and Equaliteach. We are currently halfway through a new two-part course whereby governors can assess their board's existing work on equality then develop an action plan going forward. This is a practical course which we hope will support boards in their work to promote diversity in their schools.

We are finalising our training offer for 2024/ 25. Our programme will be published and emailed to Chairs of Governors, Headteachers and Clerks to Governors before the end of the Summer Term. You will be able to find details at [School governors : Governor training bookings | Merton Council](#)

For further information please contact:
governor.support@merton.gov.uk.

Safeguarding

Safer Recruitment

The Governor Support Service offer Safer Recruitment training for school staff and governors.

This is a full day course delivered by an external consultant and is accredited by the Safer Recruitment consortium. Delegates will complete four modules and a multiple-choice assessment and receive a certificate of attendance upon course completion.



NB: this course is not suitable for Early Years or Nurseries.

All bookings can be made by emailing:
governor.support@merton.gov.uk

Designated Safeguarding Leads

DSL Forum	Thursday 19 September 2024 Book Here
Newly Appointed DSLs and DDSLs	Thursday 3 October 2024 Book Here
Experienced DSLs and DDSLs	Thursday 14 November 2024 Book Here

For further safeguarding support contact:
Ameliah.Rayn@merton.gov.uk

Special Educational Needs

Merton School Inclusion Project

The Merton School Inclusion Project is part of Merton's response to supporting schools to meet needs at a pre EHCP level (SEN Support). Over the last two years 28 Merton schools have set up and run a project alongside a Merton SEN Adviser. These advisers are SENCOs and specialist teachers of SEN who have been seconded for the duration of the Merton project.



Learning and resources from the projects have been shared via the SENCO Forum. Two advisers will continue to run projects next year. Adam Walters and Wendy Ellis. They will also revisit past projects to evaluate the impact with the school.

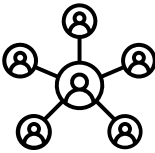
Ordinarily Available Guidance

This year Merton's Ordinarily Available Guidance was launched in October 2023 to a packed audience of representatives from Merton schools. The development of the guidance had been an amazing collaboration of many Merton professionals across a variety of teams. The guidance sets out to support Merton schools to adapt teaching and learning practice in the four Primary areas of SEND: Cognition and Learning; Physical and Sensory; Social, Emotional and Mental Health; and Speech, Language and Communication Needs, so that barriers to learning are removed. To support the implementation of the guidance several days of free central training was offered to all schools.

Special Educational Needs

SENCo Forum

SENCo Forum meets termly and is open to both Primary and Secondary SENCos. The format usually consists of a mix of updates (national and LA teams) and items around sharing good practice.



Every forum last year consisted of feedback from schools taking part in the Inclusion Project. We have also been involved in consultations regarding the new Merton SENDAP Policy, Ordinarily Available Guidance, Early Years and the proposed new EHCNA forms.

In the afternoon sessions we focused on a more workshop-style approach, and subjects included Merton's new Oracy Framework, SEN, and writing.

Autumn	Tuesday 22 October 2024 <u>Book Here</u>
Spring	Tuesday 11 March 2025 <u>Book Here</u>
Summer	Tuesday 10 June 2025 <u>Book Here</u>

Special Educational Needs

SEN Working Group

The SENCo Working Group meets termly. The group is made up of members from each school cluster and representatives from various Merton SEND teams. Each representative can bring any issues regarding SEN processes, procedures and provision raised in their clusters to the group for discussion or guidance. The group is also involved in deciding on the content of the SENCo Forum.

Secondary SENCo Meeting

Secondary SENCos meet termly following the main SENCo Forum. This is an opportunity to look at aspects of SEND provision specific to Secondary schools and share best practice. Recently the group has been looking at ways to improve the transition process between Secondary schools and Post-16 colleges.

Autumn Monday 18 November 2024

Spring Monday 24 March 2025

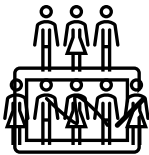
Summer Monday 23 June 2025

NB: The link for the Secondary SENCo Meeting is sent directly to colleagues.

South-West London School Effectiveness Partnership (SWLSEP) – Aspiring Leaders

This well established and highly evaluated programme has now been running for 17 years and provides both generic and targeted support for aspiring senior leaders thinking about headship or next steps promotion.

If you are a Deputy Headteacher, an experienced Assistant Headteacher or senior leader with several years of working at a strategic whole school level, this is the course for you.



The programme includes workshops on team building, finance, challenging conversations, managing HR matters and much more. As part of this programme, you will be allocated an experienced

Headteacher mentor, who will work alongside you to identify areas of strength, challenges, and practical strategies to support you move forward in your career.

The year long programme is amazing value at only **£399**.

For the full flyer or to book please click this [link](#) or contact ewan.morrison@merton.gov.uk

“This course has helped me by encouraging reflection (self) and building my confidence. I feel like I can keep building my career and have some great strategies to do that well”

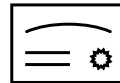
CPD Online Booking System

Please ensure that you have an account setup with us on our Learning Management System (LMS) for schools CPD otherwise you will be unable to book on courses, we will be unable to update our records, and you will be unable to access your certificates:

<https://mertonschoolscpd.event-booking.org.uk/>

Evaluations

We ask that users complete our online evaluation form after attending a course. You will be unable to book onto any further courses until all outstanding evaluations are complete.



1. Login to your account
2. Navigate to “Your History and Bookings”
3. Scroll down to the course you attended.
4. Click “Complete Evaluation” in the “Certificate Column”
5. Once complete please press submit
6. You will then have access to your certificate

Delegate Management

A delegate manager is an assigned individual who has a level of administrative control over users from their organisation. NB: A delegate can only be assigned to one delegate manager. If your school has multiple delegate managers, please ensure that the delegates are assigned to the most appropriate delegate manager.



CPD Online Booking System

As a delegate manager you can:

- Book on behalf of delegates on your delegate manager list
- Create an account for a new user who will automatically appear on your delegate manager list

To remove a delegate from your delegate manager list, please raise a request by contacting cpd@merton.gov.uk

For a full list of our CPD Training Offer for 2024-25 please visit: <https://mertonschoolscpd.event-booking.org.uk/>

Bespoke CPD Offer



Support for schools in certain categories will be funded by the LA, other schools will be charged at the agreed rate.

Bespoke packages of support may include:

- Support for subject leaders/ class teachers/ leadership teams
- Curriculum design
- Bespoke school-based inset
- Leading staff meetings
- Support for year groups and individual teachers
- School reviews
- Supporting cluster activities

Autumn Term CPD 2024

Date	Title	Start Time	End Time
17 September 2024	Assessment Leaders' Meeting-Analysis of outcomes	13:30	15:00
19 September 2024	Strategies to promote inclusion of SEND support pupils in writing lessons	13:30	16:30
24 September 2024	Refreshing grammar subject knowledge in KS1	13:30	15:30
24 September 2024	SBM Support Programme: Guidance on Statutory Returns	10:00	12:00
24 September 2024	MeLSA (Mediated Learning Support Assistant) Training	09:00	16:00
25 September 2024	Let's Talk Science - Autumn Term	16:00	17:15
25 September 2024	Statutory Assessment Analysis for SENCOs	13:30	16:00
30 September 2024	Headteacher Workshop - SEN processes	13:00	14:30
01 October 2024	Teaching multiplication facts for the Year 4 Multiplication Tables Check	13:00	16:00
01 October 2024	Strategies to support pupils who struggle with reading across the curriculum in KS3	13:30	17:00
02 October 2024	PRIMARY Equality and Diversity Leads' network meetings - Autumn Term	15:30	17:00
02 October 2024	Statutory Assessment Analysis for SENCOs (Repeat)	13:30	16:00
03 October 2024	Let's Talk Phonics - Autumn Term	16:00	17:15

Autumn Term CPD 2024

Date	Title	Start Time	End Time
03 October 2024	Designated Safeguarding Lead Training for Newly Appointed Designated Safeguarding Leads (and / or Deputy DSL)	09:30	13:00
08 October 2024	Exploring cohesion in KS2	13:30	16:30
08 October 2024	Mathematics Subject Leaders' Meetings - Autumn Term	13:15	16:00
10 October 2024	English subject leaders' network - Autumn	13:30	16:30
10 October 2024	Let's Talk History - Autumn Term	16:00	17:15
10 October 2024	SBM Support Programme: Welcome and Induction	12:00	14:00
10 October 2024	Teaching Islam in the Primary Phase-Iman, Ibadah, Akhlaq and Tawhid	15:45	17:15
15 October 2024	Standards in Year 6	09:00	15:00
16 October 2024	Let's Talk Geography - Autumn Term	16:00	17:15
16 October 2024	ELSA (Emotional Literacy Support Assistant) Training	09:15	15:15
16 October 2024	MeLSA (Mediated Learning Support Assistant) Training	09:00	16:00
17 October 2024	Headteacher Workshop - Managing community bereavement/traumatic incidents	09:30	12:00
22 October 2024	Supporting writing through LKS2	13:30	16:30
22 October 2024	Termly SENCo Forum - Autumn Term	09:00	16:00

Autumn Term CPD 2024

Date	Title	Start Time	End Time
05 November 2024	Challenging Greater Depth Writers through KS2	13:03	16:30
12 November 2024	Adaptation in Mathematics for pupils with SEND	13:00	16:00
12 November 2024	Extending Greater Depth Readers through KS2	13:30	16:30
12 November 2024	Headteacher Workshop - Health and Safety	09:30	15:00
12 November 2024	SBM Support Programme: Health and Safety	09:30	15:00
13 November 2024	Adaptation for Challenge in Mathematics	13:00	16:00
13 November 2024	ELSA (Emotional Literacy Support Assistant) Training	09:15	15:15
14 November 2024	Designated Safeguarding Lead Training for (Experienced) (and / or Deputy DSL)	13:30	15:00
19 November 2024	Early number sense essentials (supporting pupils with SEND)	13:00	16:00
19 November 2024	Getting started with a vocabulary spine	13:30	15:30
20 November 2024	Headteacher Workshop - Vision Setting	09:30	12:00
20 November 2024	PRIMARY EMA, EAL & Inclusion leads' network meetings - Autumn Term	15:30	17:00
26 November 2024	Algebra: Not just for Year 6	13:00	16:00
26 November 2024	SBM Support Programme: Managing School Finance	10:00	12:00
26 November 2024	Strategies for the direct teaching of vocabulary	13:30	15:30

Autumn Term CPD 2024

Date	Title	Start Time	End Time
26 November 2024	MeLSA (Mediated Learning Support Assistant) Training	09:00	16:00
27 November 2024	Teaching Art in a Primary Setting	16:00	17:30
27 November 2024	Teaching Design & Technology in a Primary Setting	16:00	17:30
28 November 2024	Headteacher Workshop - Whole School Finance - Overview	09:30	12:00
03 December 2024	A Focus on Spelling	13:30	15:30
03 December 2024	Headteacher Workshop - Managing Parental Complaints	09:30	12:00
03 December 2024	SBM Support Programme: Best Practice for safer recruitment and the SCR	10:00	12:00
10 December 2024	Developing Oracy strategies in LKS3	13:30	16:30
11 December 2024	ELSA (Emotional Literacy Support Assistant) Training	09:15	15:15
17 December 2024	MeLSA (Mediated Learning Support Assistant) Training	09:00	16:00

Team Changes

Early Years

Marie Butler: This year we said goodbye to Marie Butler. Marie initially started working in Merton alongside colleagues in the Early Years team, working both in maintained schools as well as our private, voluntary, and independent settings. We were lucky enough to persuade her to come and work with us in School Improvement, where she worked as part of our Primary Team. We wish her all the very best and happiness in her retirement.

Sarah Caird: Sarah stepped in to support our School Improvement Team, when Marie initially reduced her hours before fully retiring. As the current Early Years Leader at Cranmer Primary School, Sarah works across our Merton schools for one day a week. All the schools Sarah has worked in have benefited from her up to date knowledge and appreciate her skills and knowledge as a practitioner on the ground, doing the job back in school.

Jan Bennett: Jan will be joining our team for the new academic year as our EYFS Adviser, from Wellington College in Tianjin, China, where she is currently Head of the Early Years. Prior to this Jan was a Headteacher at a large Lambeth Nursery school and has also been a School Improvement Adviser and an EYFS team leader in Lambeth and Bromley. With over 19 years of experience in the field of Early Years, we are excited about Jan joining our team and supporting us as we look to enhance our School Improvement offer in both Nurseries and Reception classes.

Team Changes

School Improvement

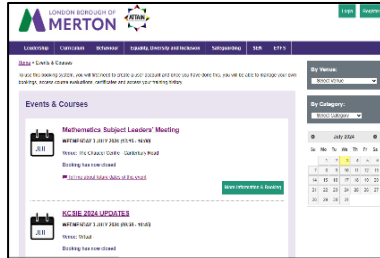
Kate Sheraton: We will all miss Kate. Kate has led the Primary Team for many years and has been instrumental in building the strong relationships that exist between our School Improvement Team and Primary schools. Kate continually demonstrated her ability to multi-task across a range of schools and School Improvement themes. If she was not in a school giving best advice, she was scrutinising data with George Hopson, moderating writing texts with Sigi Leigh or drawing up agendas and action plans with Alison Cramp. Kate's influence continues to run through our current work, and we are continually grateful for that.

Lauren Clogg: Lauren will be joining us as a new MEP in September. Many of you will already know Lauren from her time at Wimbledon Park Primary School. Lauren left there to become a head at Southfields Primary School in Surrey. We are naturally delighted that Lauren is coming back to Merton, and we are very much looking forward to working with her, bringing her headship experience, sensibility, and practical approach to the role.

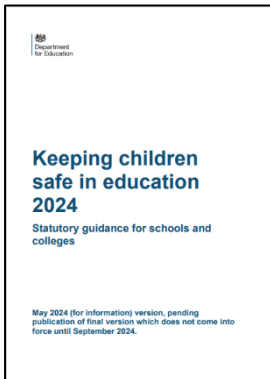
Team Changes

Armaan Malik - Apprentice Administrator:

“I recently joined the Business Support Team in November 2023 as their new Apprentice Administrator. I support the administration of the online CPD booking system and manage the CPD inbox. I look forward to working with you all and developing my career.”



Ameliah Rayn - Safeguarding in Schools Officer:



“I am the Safeguarding in Schools Officer for Merton Local Authority. I joined the team in October 2023 and my first ten months have been busy yet interesting. Part of role includes delivering training for designated safeguarding leads including their deputies. I look forward to working with you all in the future and ensuring safeguarding remains as a priority across the borough.”

Team Contact Information

School Improvement

msi@merton.gov.uk

Clare Dudman	Head of School Improvement	020 8545 3806 07534 135799
Ewan Morrison	Senior School Improvement Inspector	020 8545 3951 07973 841320
Paul McGivern	School Improvement Inspector	0208 545 3862 07944 609004
Nick Flesher	SEN Inspector	020 8274 5967 07973 841316
Alison Cramp	Teaching & Learning Adviser (Equalities)	020 8545 4064 07583 677911
Sigi Leigh	Teaching & Learning Adviser (English)	020 8545 3301
George Hopson	Teaching & Learning Adviser (Maths)	020 8545 4074 07583 681314

Business Support

cpd@merton.gov.uk

Shirley Chittock	Education Business Support Officer	020 8545 3922
Elaine Noakes	Education Business Support Assistant	020 8545 3313
Armaan Malik	Apprentice Administrator	020 8545 3915

Safeguarding

Ameliah Rayn	Safeguarding in Schools Officer	07964 246158
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Governor Support

governor.support@merton.gov.uk

June Crame	Governor Support Manager	020 8545 3923 07973 641406
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Sue Ryan	Governor Support Officer	020 8545 3118
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Karen O'Regan	Governor Support Assistant	020 8545 3307
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School ICT Support Team

Derek Crabtree	School ICT Support Manager	020 8545 4126 07814 774245
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Elaine Miller	School Management Information Support Team	020 8545 4892
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Mark Hovell	LGfL Support Officer	020 8545 4076
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Virtual School For Looked After Children & Care Leavers

VirtualSchool@merton.gov.uk

Karen Reid	Headteacher, Virtual School	020 8274 5266 07552 268216
Alison Self	Interim Assistant Headteacher, Virtual School	020 8545 4438 07932 714559
Tracey Lewis	Advisory Teacher (Curriculum Lead)	020 8545 4196 07931 671749
Lisa Mash	Administrative Assistant	020 8545 4707
Haiyan Song	Education Employment and Training Key Worker	020 8545 4284 07973 949333
Anna MacLean	Advisory Teacher	020 8545 4265 07973 881513
Alison Larkin	Advisory Teacher	
Maria Skoutaridou	Advisory Teacher	
Penny Ward	Business Manager	020 8274 5267

Traveller Education Service

tes@cognus.org.uk

Jackie Cunniffe	Team Leader & Primary Advisory Teacher	07736 338359
Anna Acquah	Early Years & Family Liaison Coordinator	07736 338 475
Annie Chippington	Secondary Education & Family Liaison Coordinator	07534 539 701

Virtual Behaviour Service

Denise Dyer	Manager (Primary & Secondary)	020 8288 5624 07535 650326
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Other Key Contacts and Services

Elizabeth Fitzpatrick	Director for Education and Early Help	02085454060 07535448600
Allison Jones	Head of Early Help & Early Years	02085453796
Keith Shipman	Head of Education Inclusion	02085453546
Karla Finikin	Head of SEND Integrated Service	02085454800
Tom Procter	Head of Contracts & School Organisation	02085453306



**This newsletter was produced by the Business Support Team
for Merton School Improvement**

