









RedPEN Contents

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To send your comments or items for inclusion in **RedPEN**, please email [red pen \(Contributions\)](#) by 12pm on Wednesday for the following Monday's edition.

Photographs are sometimes too large for inclusion, so please also forward a link to the item, if available.

RedPEN

Important Information



Moderation Update

We are pleased to announce that the first sessions of moderation training for teachers in years 2 and 6 have successfully taken place, and evaluations were very positive.

The second sessions are planned for the beginning of the summer term, and can be booked in the usual way on the Redbridge PDC.

We now have our moderation teams in post.

Both KS1 and KS2 English teams have already passed the STA assessment exercise, so many thanks and congratulations to those teachers who are therefore, now certificated by DFE to moderate in Redbridge schools.

Maths and English teams are in the throes of their enhanced training and we are proud and confident to be offering the usual robust moderation programme for 2018.

Submitted by Pat Ward, School Improvement adviser,
Pat.Ward@redbridge.gov.uk



ISS Staff Training Update

The February half term was a busy time for staff training. We were delighted 11 Catering Managers passed their CIEH Level 3 Award in Supervising Food Safety. 48 colleagues successfully passed the AFN accredited Nutrition in Catering

course. 21 colleagues completed First Aid at Work course and 12 colleagues attended Level 2 Food Safety Course.

Congratulations to all.

Lynda Townend

Submitted by Yetunde Ode-martins, Commissioning and Partnerships Officer
Children's Services, ☎ 8 5152, yetunde.ode-martins@redbridge.gov.uk



Employment of Teachers

Following a couple of recent enquiries, schools need to check that the initial offer letters to new appointments complies with the ACAS guidance. I attach a proforma letter from the ACAS website. It is important to refer to the School Teachers Pay & Conditions document which covers national terms and conditions. I also attach the current DFE Staffing guidance.



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mployment_advice_ft



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Submitted by, Kelvin Wilson, Teacher Recruitment Manager,
Kelvin.wilson@redbridge.gov.uk



Determined School Admission Arrangements 2019/20

School Admission Arrangements 2019/20 – Local Authority's Cabinet determination on 6 February 2018

We recently undertook a consultation on issues relating to school admissions, in order for the existing arrangements to be reviewed and updated. All observations and comments received, as well as advice from officers, were considered by the Cabinet as part of the determination process.

Cabinet formally agreed the admission arrangements 2019/20 for community primary and secondary schools, which included the following:

- an oversubscription criterion to give priority to children of staff working at the school, up to one child per form of entry
- reduction to the published admission numbers (PAN) for South Park and Cleveland Road Primary Schools to 90

They also formally agreed the following:

- the Fair Access Protocol for 2019/20, which reduced the categories of children covered for placement

- the proposed Schemes for Primary and Secondary Co-ordination for 2019/20

Copies of the determined 2019/20 admission arrangements, the determined schemes for primary and secondary co-ordination and the determined policy for Fair Access can be viewed online at:

<https://www.redbridge.gov.uk/schools/strategies-plans-and-policy/>

Submitted by Sue Garner, Head of Admissions, Awards and Complaints
Sue.garner@redbridge.gov.uk ☎83282.

You may wish to read



**Women's World Day of Prayer Friday 2nd March & POLITE
 REMINDER RFF Women Workshop 28 Feb 2018; 1pm-3pm at St
 Andrews Church Hall, The Drive, Ilford IG1 3PE**



Woman Day of
 Prayer 2 March 2018.



Women workshop
 28 Feb 2018.pdf

Redbridge Faith Forum is a local charity and strategic partner of the council with the following charitable objects

- 1 a) to promote religious harmony for the benefit of the public in Redbridge by promoting knowledge and mutual understanding and respect of the beliefs and practices of different religious faiths
 b) advance education and understanding of the different religious beliefs including an awareness of their distinctive features and their common ground to promote good relations between persons of different faith traditions
- 2 To promote general charitable purposes for the benefit of the community of Redbridge and the surrounding area, and to provide relief from financial hardship and social or economic disadvantage and to advance the education of its residents of all ages; and in particular to provide opportunities for residents to participate fully in the life of their community in ways which address and alleviate social and economic disadvantage.

Please find attached poster for Women's World Day Prayer on Friday 2nd March, 2pm at Ilford Methodist Church, Ilford Lane (corner of Britannia Road) and Reminder for RFF women's interfaith workshop

We are sending this mailshot using new mailing lists so please do let us know if you receive duplications of this email as it is still very much "work in progress".

Should you no longer wish to receive these updates, please reply to email and enter "unsubscribe" as the subject matter.

Submitted by Redbridge Faith Forum, Redbridge Town Hall, Tel - 020 8708 2478,
[Faith. forum@redbridge.gov.uk](mailto:Faith.forum@redbridge.gov.uk)



Competition Time

Calling all Litterheroes! The Recycle for Your Community Team at Keep Britain Tidy are running competition to celebrate the Great British Spring Clean.

Visit http://eastlondonwaste.gov.uk/gbsc_schoolcompetition/ to find out how your school can enter and bin in with a chance of winning a fun litter bin.

Submitted by Rawnak Jassm, Civic Pride & Enforcement, ☎ 83419,
Rawnak.Jassm@redbridge.gov.uk

Additional Training Opportunities



Introductory Course for New Governors and update on governors training programme February- March 2018

A reminder that governing boards are expected to ensure that they have the necessary skills for effective governance and where skills are not present they should be developed by attending training. The Department for Education Governance Handbook states that :

“As part of induction and continuous development, effective boards encourage everyone involved in governance, especially those new to their role, to make the most of the resources, guidance and training available to develop their knowledge and skills.

The board’s code of conduct should set an ethos of professionalism and high expectations of everyone involved in governance, including an expectation that they undertake whatever training or development activity is needed to fill any gaps in the skills they have to contribute to effective governance.”

As previously circulated in the Governance Development Programme the next Introductory course for New Governors will be place on Saturday 3 March from 9.30am – 3.00pm. Redbridge Drama Centre, Churchfields, South Woodford, London, E18 2RB. This is a comprehensive interactive training event and we strongly recommend that all governors who have not attended this session book a place. Please see the attached flyer for further details.



Introductory course
for new governors.pc

In addition, the following sessions will be taking place this term:

Tuesday 27 February 6.30pm -8.30pm

Safeguarding Responsibilities

Saturday 3 March 9.30am – 3.00pm

Introductory course for new governors

Tuesday 6 March 6.45 – 8.45pm

Workshop raising the awareness of PREVENT

Monday 19 March

General Data Protection Training 2pm – 4pm

Repeat session

General Data Protection Training 6.45pm – 8.45pm

Tuesday 20 March 6.45pm – 8.45pm

Effective Budget Setting

Wednesday 28 March 10.00am – 1pm

Safer Recruitment training

Submitted by Neetha Atukorale, Governor Services Operational Manager,
neetha.atukorale@redbridge.gov.uk



SEND and Inclusion Leaders' Termly Seminar



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Please note the next Send and inclusion leaders' termly seminar on Thursday,
08/03/2018, 9am-12pm, Redbridge Drama and Teachers' Centre, Churchfields,
South Woodford, London, E18 2RB, Studio 1 and Studio 2

The focus of the spring term seminar is on provision for SEND pupils through
quality first teaching and effective support from additional adults.

Course Organiser: Sue Blows

Please book the courses through the Redbridge Teachers' website on www.redbridgepdc.org.uk or for school based provision, talk with your link adviser.



Developing effective practice in year 1: Ensuring good progress from EYFS

Thursday, 08/03/2018, 1.30pm – 4.30pm, Cranbrook Primary School, The Drive, Ilford, IG1 3PS,

The transition into Year One from Reception can be difficult. When done well it can have a significant impact on children's emotional and academic development. This course will explore the National Curriculum for year 1 and good practice and effective provision from the Early Years. There will be a chance to share practical ideas to help colleagues plan for and create an effective learning environment that promotes high levels of attainment in Year One based on the effective principles of EYFS practice.

Course Objectives:

- exploring a range of practical teaching approaches that enrich children's learning in Year 1
- ensuring progress and transition from EYFS
- use of EYFS data and moderation to plan effective provision in Year 1
- to support National Curriculum subject knowledge particularly in Speaking & Listening - Reading and Writing
- reflect on the importance of working with high quality texts to inspire contextualised learning experiences

Please bring:

Course participants are requested to bring Transition planning, examples of books and other evidence for moderation activity

Course Organisers: Jas Leverton and Kimberly McCoy



Redbridge Networked Learning Communities Open Schools weeks 12th - 23rd March 2018

Last chance for booking! Please find programme and booking forms attached.



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OS 2018 -
Programme.pdf

All bookings must be received by Thursday 1st March, so that host schools can be informed of visitor numbers.

Submitted by Submitted by Pat Ward, School Improvement adviser,
Pat.Ward@redbridge.gov.uk



Summarising and Presenting Evidence

Please find attached the details of the next CPD event: Summarising and Presenting Evidence, **Tuesday, 13/03/2018**, 9.00am -12.00pm at Studios 1 & 2, Redbridge Drama and Teachers' Centre, Churchfields, South Woodford, London, E18 2RB

This Training is targeted at Senior leaders and will increase your familiarity with the School inspection handbook and with telling and evidencing the narrative of your school.



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Course Organiser: Paul J Scott

Submitted by Rachel Bowerman, Head of School improvement,
Rachel.Bowerman@redbridge.gov.uk ☎83962



Developing subject knowledge: English in year 3 and year 4

Part 2: Wednesday, 14/03/2018, 09:00 -12:00 Studio 1, Redbridge Drama and Teachers' Centre, Churchfields, South Woodford, London, E18 2RB

Course Objectives: Improve subject knowledge for teaching, learning and assessment in English

Course Organiser: Maggie McGuigan



Developing subject knowledge: Mathematics – Year 3 and year 4

Part 2: **Wednesday, 14/03/2018**, 1pm- 4pm, Studio 1, Wednesday, 14/03/2018, 1pm- 4pm, Studio 1, Redbridge Drama and Teachers' Centre, Churchfields, South Woodford, London, E18 2RB

Course Objectives:

- to increase teachers' subject knowledge
- to improve planning
- to improve next steps feedback to pupils
- to support teachers' moderation of assessment

Course Organisers: **Paula- Murray Mower and Jenny Berriman**



Moderation training for teachers in years 2 and 6.

- Please note that teachers in year 2 need only attend one of the days available. These are repeated sessions
- Please note that teachers in year 6 need attend only one of the ½ day training sessions available. These are repeated sessions.
- These sessions can be booked through the LBR PDC, in the usual way

Moderation training for year 6 teachers. (repeated session) Teachers should attend only 1 session.

Date	Time	Venue
Thursday 26 th April 2018	8.30 registration (for prompt 9.00 start)-12.15	Jack Carter Pavilion
Thursday 26 th April 2018	12.45 registration (for 1 pm start)-4.00	Jack Carter Pavilion

Moderation training for year 2 teachers (full days English, pm maths repeated sessions) Teachers should attend only 1 full day.

Date	Time	Venue
Wednesday 25 th April 2018	8.30 registration (for prompt 9.00 start)-12.30 (reading and writing) 1.15-4.00 (maths)	Jack Carter Pavilion
Tuesday 1 st May 2018	8.30 registration (for prompt 9.00 start) -12.30 (reading and writing) 1.15-4.00 (maths)	Jack Carter Pavilion

Submitted by Pat Ward, School Improvement adviser,
Pat.Ward@redbridge.gov.uk



NQT – Practical Ideas for Music Making

Redbridge Music Service, Fencepiece Road, Hainault, Ilford, IG6 2NB

Dates and times:

KS1: **Tuesday, 20/03/2018, 9.30am – 11.30am**

KS2: **Tuesday, 20/03/2018, 1.30pm – 3.30pm**

Description:

Please could NQTs bring a list of their forward plan topics for the summer term and we can discuss how music could be used to support these also please bring examples of planning for class / year group music sequences of work/lessons.

- the course is designed to give NQTs the opportunity to take part in a variety of musical activities and to discuss how music can support other areas of the curriculum
-

Course objectives:

- NQTs will gain increased confidence in teaching music and practical ideas and resources to take away and use with classes.

Course Organiser: Aileen Douthwaite



Useful links for
schools.pdf