

- **If an employee dies in service**

Last updated: May 2025

Checklist of what a school needs to do if an employee dies in serviceTaskResponsibilityNotify Headteacher and Julie Lewis of death in confidence immediately if Headteacher was not first to be informed. If Headteacher has deceased then recipient...

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- **Audit - internal**

Last updated: July 2024

The schools financial procedures provides maintained schools with guidance on a range of financial management processes that are set out as individual sections.There is a statutory requirement for every Local Authority (LA) to make arrangements for...

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- **Safeguarding specific issues**

Last updated: July 2025

Choose from the following:AttendanceChildren missing educationManaging medicines in schoolsPositive handlingPrivate fosteringPrivate tutorProfessional challenge and dispute resolutionPupils uncollected at the end of the school dayRecording and...

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- **SEN bulletin November 2022**

Last updated: November 2022

New SENCoDon't forget to tell us if your school has a new SENCo. This is so we can include them in induction support from the Lead SENCOS. Send Madhu and email at bhachum@ealing.gov.uk .ELP primary and secondary SENCo celebration...

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- **Teacher training - primary school bursary**

Last updated: June 2025

Primary school paid bursary paymentsWhy offer a school paid bursary ? There are currently no government bursaries in place to support an individual wanting to train to teach in primary.Trainees may be eligible for student loans to...

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- **Accounting procedures**

Last updated: July 2024

The schools financial procedures provides maintained schools with guidance on a range of financial management processes that are set out as individual sections.IntroductionThe school accounts maintained on the central accounting system form part of...

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- **Capital expenditure**

Last updated: September 2024

The schools financial procedures provides maintained schools with guidance on a range of financial management processes that are set out as individual sections.Capital expenditure is an important element in the development of the Local Authority...

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- **Increasing newly arrived families understanding of and engagement with school life**

Last updated: November 2024

Background and contextClifton Primary School wanted to increase parental understanding of the British Education system, to have better attendance at workshops and school events such as assemblies and for parents to understand the importance of...

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- **Use Gatekeeping to communicate information with schools**

Last updated: February 2025

Why use Gatekeeping?Reduce the burden for headteachersThis coordinated weekly system was designed in response to headteacher requirements nationally and locally to help reduce communications burden on them.Up-to-date email addressesWe keep our...

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Child protection advisers and safeguarding contacts

Last updated: July 2025

For advice on individual cases contact the child protection advisers in the table below. Head of safeguarding, review and quality assurance Paul Andrews
Head of safeguarding, review and quality assurance Perceval House
Tel: 020 8825 5264 or 8930 andrewsp@...

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