

Committee(s): City of London School	Date(s): 1 December 2014
Subject: Head's Report	Public
Report of: Mrs Sarah Fletcher, Head	For Information
<u>Summary</u>	
This report contains entries regarding:	
<ol style="list-style-type: none"> 1. Means Tested Scholarship Campaign Update 2. Recruitment Update 3. Health and Safety Update 4. Statutory NQT Induction 	

Main Report

1. Means Tested Scholarship Campaign Update

A total of nine full fee means tested scholarships are currently available to pupils joining the School in September 2015. Four of these will be available at 11+ and five at 16+. These awards are available to pupils from poorer backgrounds following an assessment of parental financial circumstances. These scholarships are available due to the generosity of:

City of London School Bursary Trust (profits from Tate Modern Gala Dinner)
John Carpenter Club
The Ogden Trust
The Wolfson Foundation

The School is very grateful to all of the above for their most generous support.

2. Recruitment Progress for September 2015 entry during the Autumn Term

Once again there has been a great deal of interest and activity regarding September 2015 admissions to the School. Over 1,000 prospective pupils and their parents have visited the School at one of the 10 open afternoons held during the Autumn Term.

Offers of places for Sixth Form entry in September 2015 will be made by the end of November and an update will be given at the meeting on 1 December.

The deadline for applications for 10+ and 11+ entry in September 2015 – and for 13+ entry in September 2017 – is 21 November. Applicants for sponsored award places will sit a screening test in December with the full entrance examinations and interviews taking place in January and February. Again an update will be given at the meeting on 1 December.

3. Health and Safety Update

- A meeting of the Health & safety committee was held on 30 September and the next one is scheduled for 2 December.
- Fire drills have been carried out at Grove Park for all year groups in the first week of October.
- An internal security alert practice was held on Wednesday 29 October.
- A shelter has been ordered for staff on duty in the Upper Playground and is due for installation next month.
- Loose handles on windows in some of the laboratories on level 5 have been replaced.
- The location of boys' bags, which were becoming a trip hazard outside the Great Hall, has now been moved to the exhibition area. Those left by boys on the way to lunch can now be deposited on new storage racks outside the PE dept. which were installed at half term.
- A temporary solution to the problems with the fire alarm system has been found, but the more permanent solution will be addressed in the Easter holidays.
- A new supervisor for the Upper Playground for the hour after the school day has been appointed.
- A new system for reporting health and safety concerns has been installed on the School's intranet, so that issues get directly reported to the Second Master who then liaises with the Facilities Manager to provide a solution.

4. Statutory NQT (Newly Qualified Teacher) Induction

After gaining Qualified Teacher Status (QTS), all NQTs will have to complete an induction period of three school terms.

The framework of induction will follow Department for Education Statutory Guidance on Induction for Newly Qualified Teachers (Revised 2013). The School's chosen Induction Programme provider is the Independent Schools Teacher Induction Panel (ISTip), which is responsible for quality assurance validation and the guidance we follow can be found on their website.

The Head, along with the ISTIP, is responsible for the monitoring, support and assessment of the NQT during the induction, and should:

- check the NQT has been awarded QTS
- clarify whether the teacher needs to serve an induction period or is exempt
- notify ISTip when an NQT is taking up a post in which they will be undertaking induction
- meet the requirements of a suitable post for induction
- ensure the induction tutor is appropriately trained and has sufficient time to carry out their role effectively
- ensure an appropriate and personalised induction programme is in place
- ensure the NQT's progress is reviewed regularly, including observations and feedback of their teaching
- ensure termly assessments are carried out and reports completed and sent to the appropriate body

- maintain and retain accurate records of employment that will count towards the induction period
- make the governing body aware of the arrangements, that have been put in place to support NQTs serving induction
- make a recommendation to the appropriate body on whether the NQTs performance against the relevant standards is satisfactory or requires an extension
- participate appropriately in the appropriate body's quality assurance procedures
- retain all relevant documentation/evidence/forms on file for six years

The Head delegates responsibility for the above to the Head of Staff Development

Each NQT will have an Induction Mentor, usually the Head of Department, who will conduct the 'Professional Review of Progress' of the NQT. NQTs are not expected to be part of the Relief (R) system in their first term or to be tutors in their first year. NQT's timetabled lessons are also reduced by 10% during their induction.

The Head of Staff Development will organise a general Induction Programme on whole school issues – Health and Safety, Child Protection, the Data Protection Act, the Pastoral System, administrative matters, Assessment, Learning Support, Admissions, and the School Library. He will also chair the termly Summative Assessment Meetings

The IStip website www.istip.co.uk has extensive information on the induction process, but the principal features (each term) are:

- Development objectives agreed and recorded on the Action Development Plan (ADP)
- Monitoring/support programme for term planned and agreed
- Regular meetings organised and held
- Lesson observation of the NQT (including self-evaluation and feedback)
- Lesson observation of a colleague by the NQT
- Formal progress reviews
- Assessment meeting

According to the Department for Education Statutory Guidance on Induction for Newly Qualified Teachers (Revised 2013) the governing body

- should ensure compliance with this guidance
- should be satisfied that the institution has the capacity to support the NQT
- should ensure the Head is fulfilling their responsibility to meet the requirements of a suitable post for induction
- must investigate concerns raised by an individual NQT as part of the institution's agreed grievance procedures
- can seek guidance from the appropriate body on the quality of the institution's induction arrangements and the roles and responsibilities of staff involved in the process
- can request general reports on the progress of an NQT