

Parent Partnership Service

Quarterly Parent and Professional Engagement Statistics from 1<sup>st</sup> October 2008 to 31<sup>st</sup> December 2008

Name: **Angela Bernard-Ferguson**

Designation: **Information Officer City Wide**

Date	Who (Parent professional etc)	No.	Name of School and Reason for school meeting	Training /Event/ Home Visit Reason details	Start Time	Finish Time	Wedge	Outcome	Impact
1 <sup>st</sup> Oct	Professionals	30	Primary Teachers Conference	To inform Newly Qualified Teacher's Primary of the PPS	12pm	2pm	City W	NQT's are informed of PPS	Professionals refer to the service appropriately
2 <sup>nd</sup> Oct	Professionals	2	Wortley High School	To create action plan for parental involvement	10am	12pm	West	Draft action plan	
2 <sup>nd</sup> Oct	Professionals	6	Ralph Thoresby High School	PPS Training for Parent Mentors	3pm	4.30pm	N West	Parent Mentors informed of the service	Professionals refer to the service appropriately
6 <sup>th</sup> Oct	Professionals	24	Boddington Hall	New SENCO Training	10am	11am	City W	New SENCO informed of the service	Professionals refer to the service appropriately
7 <sup>th</sup> Oct	Professionals	20	Boddington Hall	New SENCO Training	10am	11am	City W	New SENCO informed of the service	Professionals refer to the service appropriately

<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No.</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>
8 <sup>th</sup> Oct	SLAVIC away day								
10 <sup>th</sup> Oct	Professionals	10	PPS Advisory board	Establishing the Advisory Board	11.30am	1.30pm	City W	Constitution & terms of reference agreed	Multi-agency awareness of PPS
13 <sup>th</sup> Oct	Professionals	1	John Jamieson SILC	To start plans to form a working party for the SEN Market Place Event	10am	12pm	East	Invitation and details sent to interested party's and parents	Positive response to the invites
14 <sup>th</sup> Oct	Professionals	8	SEN Newsletter editorial group	To edit the information that will be in the newsletter	10am	12pm	City W	Editing completed	Newsletter mailed out to families who have children with SEN
14 <sup>th</sup> Oct	Professionals	16	Disabled Children's Interagency Group	In place of PPS Coordinator	12pm	2pm	City W	Information collated to bring back to service	
15 <sup>th</sup> Oct	Professionals	9	Attended Looked After Children Training	To be informed of legislation	9am	12.30pm	City W	Better informed of Legislation and practice	

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16 <sup>th</sup> Oct	Professionals	60	Newly Appt Head teachers	Information Market Place Event	12.30pm	2.30pm	City W	Newly Appt Head teachers informed of the service	Professionals refer to the service appropriately
17 <sup>th</sup> Oct	Professionals	20	Inclusion Chartermark (IC) Revalidation	Assessment of IC criteria	8.30am	1.00pm	South	IC assessment completed	
20 <sup>th</sup> Oct	Parents & Professionals	150	Services for families information session	To inform parents and professionals of services available for families	4.00pm	5.30pm	North East	Information event	Professionals & parents access and refer to the service appropriately
21 <sup>st</sup> Oct	Parents & Professionals	40	Parenting week day – Tech North	To inform parents and professionals of services available for families	8.30am	4.00pm	North East	Information event	Professionals & parents access and refer to the service appropriately
22 <sup>nd</sup> Oct	Parents & Professionals	250	Wortley High School	Launch of Specialist Arts College status	7.00pm	9.30pm	West	Celebration and information event	Professionals & parents access services appropriately

<b>23<sup>rd</sup> Oct</b>	<b>Professionals</b>	<b>15</b>	<b>West Park</b>	<b>Inclusion Chartermark core group meeting</b>	<b>9.00am</b>	<b>12.00pm</b>	<b>City W</b>	<b>Workload allocated to relevant officers</b>	
<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No.</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>
<b>4<sup>th</sup> Nov</b>	<b>Parent &amp; professional</b>	<b>2</b>	<b>Blenheim</b>	<b>Explain the role of the PPS Advisory Board</b>	<b>10.00am</b>	<b>11.00am</b>	<b>South</b>	<b>Parent agreed to join the PPS Advisory board</b>	<b>Parent also has families who are willing to model for the SEN Newsletter</b>
<b>6<sup>th</sup> Nov</b>	<b>Parent</b>	<b>1</b>	<b>Blenheim</b>	<b>To discuss information the city wide parents forum should keep</b>	<b>10.30</b>	<b>12.00pm</b>	<b>City W</b>	<b>Information compiled for the forum</b>	<b>Professionals &amp; parents access services appropriately</b>
<b>10<sup>th</sup> Nov</b>	<b>Professional</b>	<b>10</b>	<b>John Jamieson</b>	<b>Planning for the SEN Market Place Event</b>	<b>10.00am</b>	<b>12.30pm</b>	<b>East</b>	<b>Actions delegated to group</b>	
<b>11<sup>th</sup> Nov</b>	<b>Professional</b>	<b>2</b>	<b>Blenheim</b>	<b>PPS Advertising- bus station</b>	<b>11.45am</b>	<b>12.45pm</b>	<b>City W</b>	<b>Advertising agreed to be displayed in Leeds City bus station</b>	
<b>12<sup>th</sup> Nov</b>	<b>Professional</b>	<b>2</b>	<b>Blenheim</b>	<b>PPS Advertising - Logos</b>	<b>2.30pm</b>	<b>3.30pm</b>	<b>City W</b>	<b>Agent cannot meet the requirements of the PPS</b>	

<b>12<sup>th</sup> Nov</b>	<b>Parents &amp; professionals</b>	<b>55</b>	<b>Allerton Grange High school</b>	<b>Parent consultation/ participation</b>	<b>5.30pm</b>	<b>7.00pm</b>	<b>N West</b>	<b>34 parent consultations completed</b>	<b>Referral to Parent Champion</b>
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<b>13<sup>th</sup> Nov</b>	<b>Professional</b>	<b>2</b>	<b>Blenheim</b>	<b>PPS Advertising - Logos</b>	<b>11.00am</b>	<b>12.00pm</b>	<b>City W</b>	<b>Preparation of logo designs for the PPS.</b>	
<b>18<sup>th</sup> Nov</b>	<b>Professionals</b>	<b>150</b>	<b>Civic hall</b>	<b>Steps Celebration Event</b>	<b>9.00am</b>	<b>4.00pm</b>	<b>City W</b>	<b>Celebration and information event.</b>	
<b>20<sup>th</sup> Nov</b>	<b>Professionals</b>		<b>Manchester</b>	<b>SENDIST Training</b>	<b>8.30am</b>	<b>1.30pm</b>	<b>City W</b>	<b>Informed of changes to SENDIST.</b>	
<b>24<sup>th</sup> Nov</b>	<b>Professionals</b>	<b>120</b>	<b>Burley St Mathias</b>	<b>YOS Stall &amp; presentation</b>	<b>8.30am</b>	<b>11.30am</b>	<b>City W</b>	<b>YOS staff informed of the service</b>	<b>Professionals refer to the service appropriately</b>

<b>25<sup>th</sup> Nov</b>	<b>Parents &amp; Professionals</b>	<b>7</b>	<b>Wortley High School</b>	<b>Introducing STEPS for parents</b>	<b>3.30pm</b>	<b>5.00pm</b>	<b>West</b>	<b>Parents want to know more about the programme.</b>	
<b>28<sup>th</sup> Nov</b>	<b>Professionals</b>	<b>2</b>	<b>Dyslexia Action</b>	<b>To gain clarity in regards to dyslexia support in Leeds</b>	<b>9.30am</b>	<b>11.30am</b>	<b>City W</b>	<b>To begin a dialogue between DA, Ed Leeds &amp; PPS</b>	

<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No.</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>
<b>1<sup>st</sup> Dec</b>	<b>Professionals</b>		<b>Blenheim</b>	<b>Safety devise training</b>	<b>2.00pm</b>	<b>4.00pm</b>	<b>City W</b>	<b>Training completed.</b>	
<b>5<sup>th</sup> Dec</b>	<b>Professionals</b>		<b>Blenheim</b>	<b>Information meeting</b>	<b>9.30am</b>	<b>11.30am</b>	<b>City W</b>	<b>Follow up work with the PPS.</b>	<b>Consistency in the way service providers' record information.</b>
<b>9<sup>th</sup> Dec</b>	<b>Professionals</b>	<b>1</b>	<b>Dyslexia Action</b>	<b>To look at funding for a dyslexia support group</b>	<b>11.00am</b>	<b>1.00pm</b>	<b>City W</b>	<b>More planning needed.</b>	

Parent Partnership Service

Quarterly Parent and Professional Engagement Statistics from 1<sup>st</sup> October 2008 to 31<sup>st</sup> December 2008

Name: **Imogen Lawson**

Designation: **Exclusion & West SEN Officer**

Date	Who (Parent professional etc)	No .	Name of School and Reason for school meeting	Training /Event/ Home Visit Reason details	Start Time	Finish Time	Wedge	Outcome	Impact
02-10-08	Parents		Crawshaw	Parents evening	6pm	8pm	West	Parents advised of service	Parents may refer to the service who wouldn't have before
03-10-08	Professional	1		Meeting with Exclusions Manager to discuss Academy and exclusions of Looked After	3pm	4pm	City wide	More aware of Local Authority plan to work with Academy.  Training plan regarding delivering exclusions training to	Able to advise parents accurately in future.  Residential workers' awareness

				Children				residential Homes.	improved around exclusion.
06-10-08	Parents	1		Hollybush Children's Centre drop in sessions	11am	12.45 pm	West	Parent to have access to drop in session	Parent who may not have contacted service over the phone spoken to face to face
07-10-08	Parents		Allerton High	Parents evening	6.30 pm	8.45pm	North East	Parents advised of service	Parents may refer to the service who wouldn't have before
<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>
09-10-08	Parents		Horsforth High	Parents evening	6pm	8.30 pm	North West	Parents advised of service	Parents may refer to the service who wouldn't have before
10-10-08	Parent	1	Bramley St Peters Primary. To discuss support for child's needs		11am	12pm	West	Parent feels more aware of support for her child and that communication with school is better	Parent's anxiety reduced
13-10-08	Professionals	30		Children Leeds Open Forum event – Pudsey Civic Hall	10am	12pm	West	Networking event. Raised awareness of assessment/support tools being implemented by Children Leeds.	Better able to advise parents on new support tools/jargon so they are more familiar with it.

13-10-08	Parents	2	Crawshaw	Home visit to discuss parental concerns/ comments prior to Annual Review	12.30 pm	2pm	West	I was aware of comments parents wanted to put forward during Annual Review and of outcome parents wanted.  Statement to be amended to name provision parent and pupil wanted.	Parent's anxiety reduced prior to meeting and aware of my role.  Family very happy with new provision. Parent reports that child much more settled and happy in new school.
Date	Who (Parent professional etc)	No .	Name of School and Reason for school meeting	Training /Event/ Home Visit Reason details	Start Time	Finish Time	Wedge	Outcome	Impact
15-10-08	Professionals			Looked After Children training	9am	12.15 pm	City wide	More aware of work done by those supporting LAC and the support available.	Support corporate parents in appropriate way
17-10-08	Parents	2	Middleton St Mary's Primary. Parent considering not sending child back to school due to behavioural issues. Meeting to explore any further support available and to		12pm	1pm	South	Parents still considering move to another school, but plan also made for school to contact EP to see if other support available for child.	Child remains in education whilst parents and school explore appropriate options.

			continue communication with school.						
20-10-08 21-10-08	Professionals			Investors in Excellence training (1 <sup>st</sup> part of training)	All day		City wide	Aware of different strategies/ approaches to situations	Approach to work situations
22-10-08	Parent	1	West Leeds High. Pupil currently not accessing any time in school. Behavioural issues.		12pm	1pm	West	Pupil to attend 2 hours a day in school in first instance. Reintegration plan.	Access to education.
<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No .</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>
23-10-08	Parents	Approx 50	Ralph Thoresby	Parents evening	6pm	7.30pm	North West	Parents advised of service	Parents may refer to the service who wouldn't have before
29-10-08	Parent	1	Lower Wortley Primary	Home visit to discuss parents concerns about child's needs and how school are dealing with these. Issues with attendance.	2.30 pm	3.30pm	West	I was aware of parents concerns and current involvement from other services and school.	Better able to support parent at subsequent meeting at school as fuller picture, as well as parent being fully aware of my role at meeting.

03-11-08	Professionals			ACE Exclusions training	All day			Up to date with exclusions guidance and case law.	Accurate information/ advice given to parents around exclusions.
04-11-08	Parent	1	Bracken Edge Primary	Home visit to discuss parents concerns about how school are dealing with Primary school child's behaviour	10am	12pm	North East	I was aware of parents concerns and school's current approach prior to school meeting.	Parent felt better for discussing situation. Parent agreed to attend meeting with school. Strategies agreed at end of subsequent school meeting.

Date	Who (Parent professional etc)	No .	Name of School and Reason for school meeting	Training /Event/ Home Visit Reason details	Start Time	Finish Time	Wedge	Outcome	Impact
04-11-08	Parents	2	Middleton St Mary's Primary Multi agency meeting to discuss support for child's behavioural issues		3.30 pm	5pm	South	School and CAMHS discussed and shared strategies.	Parents felt more informed and involved in situation.
05-11-08	Parents	0	Hollybush Children's Centre Drop in session		11am	12.45 pm	West	Drop in session offered to community.	No parents attended session.

05-11-08	Parent	1	Ralph Thoresby. To discuss pupil's behaviour and school strategies to support.		2pm	3pm	North West	Pupil offered place at alternative provision. Parent not very happy with option but more aware of where pupil is at with school sanctions / support	Pupil to attend alternative provision for a set period rather than be permanently excluded. Parent aware of options and involved in decision making.
07-11-08	Professionals	2		BPP Law School to discuss pro-bono scheme	1pm	2pm	City wide	Session with volunteer students to be set up	Parents to have access to volunteer if they wish, when appealing against an exclusion.
10-11-08	Professionals	12		SEN Market Place planning meeting	10am	12pm	City wide	Plan in place for 2009 Market place event	Accessible and relevant Info available to parents
<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No .</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>
11-11-08	Parents	Approx 50		Buzz Careers Convention	9.30 am	11.30 am	City wide	Parents and professionals advised of service	Parents may refer to the service who wouldn't have before

11-11-08	Parent	1	Bracken Edge Primary. To discuss parents concerns about support in place for pupil's behavioural needs		3pm	4.30 pm	North East	Views discussed and plan to explore alternatives to exclusion and to draw up individual behaviour plan.	Parent feels more aware of support for her child and that communication with school improved.
12-11-08	Parent	1		Home visit to discuss parental rights and responsibilities around permanent exclusion	9.30 am	11am	North West	Parent informed of rights and responsibilities around exclusion.	Empowered to make decision about child's future.
13-11-08	Parent	1		Home visit to discuss parental rights and responsibilities around permanent exclusion	2pm	3.30pm	East	Parent informed of rights and responsibilities around exclusion.	Empowered to make decision about child's future.
<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No .</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>

17-11-08	Parent	1	David Young Academy. Meeting to discuss alternatives to permanent exclusion		1pm	2pm	East	School to explore alternatives to permanent exclusion. Parent informed about alternatives.	Empowered to make decision about child's future.
18-11-08	Parent	1	Lower Wortley Primary. To discuss support strategies and pupil's reintegration to school		10am	12pm	West	Reintegration plan in place. Appointment made for EP to observe pupil.	Improved communication with school. Parent's anxiety reduced.
19-11-08	Parent	1		Home visit to discuss parental rights and responsibilities around permanent exclusion	9.30 am	11am	North West	Parent informed of rights and responsibilities around exclusion.	Empowered to make decision about child's future.
20-11-08	Professionals			SENDIST training	9.30 am	11.30 am	City wide	Raised awareness of new Tribunal process.	Better able to advise/inform parents.
21-11-08	Volunteers	12	Introduction exclusions session for parental volunteers		1.15 pm	2pm	City wide	Student volunteers aware of what volunteering for PPS will involve/require.	Parents to have access to volunteer if they wish, when appealing against an exclusion.
<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No .</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>

24-11-08 25-11-08	Professionals			Investors in Excellence training	All day		City wide	Personal development.	Approach to work situations
26-11-08	Parents	2	West SILC Victoria Park School visit to look around school with parents		12pm	1pm	West	Parent aware of provision available for child if Stamented.	Parents' anxiety reduced and feel empowered to make decision about child's future.
26-11-08	Parent	1		Home visit to discuss parent's concerns about how school dealing with behavioural issues	2pm	3.30pm	West	I was aware of parents concerns and school's current approach prior to school meeting.	Better communication with school. Parent's anxiety reduced.
27-11-08	Parent	1		Home visit to discuss parent's concerns about how school dealing with behavioural issues	10am	11.30 am	East	I was aware of issues which parent wished me to clarify with school.	Parent's anxiety reduced by discussing concerns.
28-11-08	Parent	1	Farnley Park High. School visit to discuss support for pupil's learning needs.		8.30 am	9.30 am	West	Parent discussed concerns about support available for child. Parent to raise issue with school governors regarding SEN.	Parent feels concerns listened to.
<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>

02-12-08	Parent	1		Home visit to discuss parent's concerns about how school dealing with additional needs prior to school visit.	10am	11am	West	I was aware of parents concerns and school's current approach prior to school meeting.	Pupil back in school. Parent felt they have conveyed concerns to school.  Parent felt views listened to.
02-12-08	Parents	2		Home visit to discuss parent's concerns about how school dealing with additional needs prior to school visit.	3pm	4.30 pm	North West	I was aware of parents concerns and school's current approach prior to school meeting.	Parent felt views listened to.
03-12-08	Professionals	30		PPS information session delivered to Attendance Officers	9am	10am	North	Attendance Officers aware of Service.	Parents may refer to the service who wouldn't have before
03-12-08	Parents	0	Hollybush Children's Centre Drop in session		11am	12.45 pm	West	Drop-in session available for community.	No parents attended session.
<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No .</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>

03-12-08	Parent	1	Middleton St Mary's. Multi agency meeting to review support in place for pupil.		3pm	4pm	South	School and CAMHS shared behaviour strategies and good practice. Reintegration plan in place for pupil.	Parent informed of behaviour strategies being put in place by school and CAMHS. Empowered to make decisions about child's future.
04-12-08	Parent	1	Crawshaw. Multi agency meeting to review support in place for pupil.		8am	9am	West	School and CAMHS shared behaviour strategies and good practice.	Pupil and parent's anxiety reduced and pupil's attendance at school improved.
05-12-08	Parent	1		Home visit to discuss support available from Service depending on outcome of parent's Admissions appeal.	10am	11am	East	Parent went to Admissions appeal and appeal favourable for parent. Aware of Service to support with return to school if necessary.	Parent empowered to attend appeal. Pupil to return to education.
<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No .</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>

10-12-08	Parents	2	St Mary's Menston School. To discuss parents concerns about how pupil's behavioural issues being dealt with.		11am	12pm	North West	Better communication agreed between school and parents. Raised awareness of issues.	Parents' anxiety reduced.
18-12-08	Parents	2	Horsforth. Parents named school in Statement – meeting to discuss this.		1pm	3pm	West / North West	Pupil to start at school named in Statement early on in term.	Parents commented that they found meeting less intimidating than they had expected but anxiety reduced prior to meeting knowing that PPS were to attend.

Parent Partnership Service

Quarterly Parent and Professional Engagement Statistics from 1<sup>st</sup> October 2008 to 31<sup>st</sup> December 2008

Name: **Rachel Harwood**

Designation: **South Officer**

Date	Who (Parent professional etc)	No .	Name of School and Reason for school meeting	Training /Event/ Home Visit Reason details	Start Time	Finish Time	Wedge	Outcome	Impact
01/10/08	Sarah Brown	1	Westwood PS – New SENCO introduction meeting	Outlined PPS aims and ways of working.	9.00	10.00	South	Fully informed about our service.	Now knows she can refer to the service.
01/10/08	South SILC Parent Group	2	South SILC	Parent meeting	10.30	12.30	South	Fully informed about sex, relationships, who South SILC school nurse is.	Now know who to refer to at school with health issues.
02/10/08	Parents	10 0+	Cockburn	Event – parent open evening for Yr 6 parents	9.30	12pm	South	Parents of new cohort aware of PPS.	Parents may refer who did not know of our service.
02/10/08	Parent	2	St Philip's Middleton	Discuss high school options with Head and parent re a child with additional needs.	14.30	15.30	South	Parent is now aware of options for high school.	Can make an informed choice about which option will suit her son.
Date	Who (Parent professional etc)	No .	Name of School and Reason for school meeting	Training /Event/ Home Visit Reason details	Start Time	Finish Time	Wedge	Outcome	Impact

<b>02/10/08</b>	Parents	10 0+	Parklands Girls High	Event – open evening for Yr6 parents.	1700	1930	East	Parents of new cohort aware of PPS.	Parents may refer who did not know of our service.
<b>03/10/08</b>	Cluster Coordinators South	8	Inner South Cluster coordinators/ South Leeds High staff	Informed about any new updates regarding clusters	1200	1300	South	Informed about all updates for inner South clusters	Can offer more concise advice to parents about what is going on in their cluster.
<b>03/10/08</b>	Hannah Oldfield	3	Meeting to discuss exclusions at the Academy.	To be informed of any updates/ changes in policy.	1430	1600	N/A	Informed of updates/ changes in policy.	Can fully inform parents of the Academy of their rights around exclusions.
<b>06/10/08</b>	New SENCO training	50	ISPS team – Ed Leeds	Event	1000	1100	N/A	Informed new SENCOs about PPS.	SENCOs have our information to contact or refer parents to service.
<b>06/10/08</b>	Rowenna – PSA	1	BESD SILC	Update meeting	1100	1200	City-wide	Fully informed about updates at the SILC.	Can work effectively with in the SILC.
<b>07/10/08</b>	Training		The Village	Time Management	ALL	DAY	N/A		Work more effectively with the time I have.
<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No .</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>

<b>08/10/08</b>	Team away day		Team planning and celebration.		ALL	DAY	N/A	Learnt about different services with in our wider team.	Fully aware of how different teams operate.
<b>09/10/08</b>	Parent	2	Morley Newlands	To discuss issues parent had around school meeting child's needs.	0930	1030	South	Parent resolved issues had with school.	Parent no longer anxious about the provision that is given to her child.
<b>09/10/08</b>	Cllr Jackson	3	Blenheim	Look at inclusive park plans.	1100	1200	South	Gave input of who should be contacted for information re inclusive parks in other cities.	Cllr Jackson is now fully informed with information that can help her achieve the outcome of an inclusive park in Morley.
<b>09/10/08</b>	Rowenna – PSA	4	BESD SILC	To look over plans for an 'inclusive passport' scheme at the SILC	1430	1600	City-wide	Possibility of the home school agreement being added to the back of the passport. Idea to be developed.	Parents will be made aware of the home school agreement through the passport.
<b>09/10/08</b>	Parents	10 0+	Woodkirk High	Open evening for Year 6 parents.	1830	2100	South	Fully informed about our service.	Parents may refer who did not know of our service.
<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No .</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>

10/10/08	Parent	6	South Leeds High School	Discuss issues regarding bullying and exclusion.	1000	1100	South	Temporary plan put in place to address concerns	Parent felt listened to.
10/10/08	Parent	4	West Leeds High School	Discussion about alternative provision for child	1100	1200	West	Alternative provision agreed to.	School actioned to help get a child back into school.
10/10/08	Professionals/ Parents	10 +	Blenheim	PPS Advisory Board meeting	1130	1230	N/A	Talked about SEN Officer role at the end of the initial meeting.	Advisory board members fully informed about my role.
13/10/08	Gabrielle Bateman	1	Seven Hills Primary	Outlined PPS aims and ways of working.	0930	1030	South	Fully informed about our service.	Now knows how to refer to the service.
13/10/08	Parent	6+	Raynville Primary	CAF	1400	1500	West	Advised CAF group on moving CAF forward.	CAF group felt supported by PPS.
15/01/08	Training		West Park	Looked After Children	0900	1200	N/A	Learned about Looked After Children.	Can now advise schools on how to refer to the LAC team.
<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No .</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>

15/01/08	Parent	1	Home visit.	Discuss Statutory Assessment.	1530	1630	West	Fully informed parent of the Stat Ass. Process.	Parent now understands the stat. Ass. Process.
16/10/08	Sharon Cooper	1	South SILC Partnership at Rodillian	Update meeting.	1200	1300	South	Fully informed about updates at the SILC	Can advise parents accordingly.
16/10/08	Helen Moorby	15 +	Upper Beeston and Cottingley cluster	Cluster network meeting for SENCOs/ PSAs	1330	1430	South	Talked about my role as SEN Officer and PPS at the end of the initial meeting.	Professionals now know how to refer to the service, and understand PPS.
17/10/08	Parents	15 0+	Clapgate Primary	Healthy Living Week	1300	1630	South	Talked to parents about PPS, and introduced myself as the school's officer.	Parents now know who I am, are aware of what I do and how they can refer.
20/10/08	Rowenna – PSA	1	BESD SILC	Update meeting	1200	1300	City-wide	Fully informed about updates at the SILC.	Can work effectively with in the SILC.
23/10/08	Professionals	50 +	John Charles Centre	Wedge based integrated processes event	1530	1630	South	Officers given update on services such as CAF, also information on Contact Point.	Informed about updates in CAF and Contact Point for future reference.
<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No .</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>

<b>24/10/08</b>	Professionals	8+	Belle Isle Family Centre	South Leeds Updates with Inner South Cluster Coordinators	1200	1300	South	An informal opportunity to find out any developments in the South clusters.	Am fully informed about any cluster updates, projects and am invited to events that promote PPS to parents.
<b>28/10/08</b>	Rowenna – PSA	1	BESD SILC	Update meeting	1000	1100	City-wide	Fully informed about updates at the SILC.	Can work effectively with in the SILC.
<b>28/10/08</b>	Parents	50 +	Upper Beeston and Cottingley cluster	Event – Aesop’s fables	1100	1400	South	Event for parents to get together with their children over the holidays, but also had access to various city-wide and local services.	Parents with in the community informed about the service and now know how to access the service.
<b>04/11/08</b>	Parent	2	St Philips Primary	Home visit	1300	1400	South	Discussed high school options and transport application.	Parent fully informed of processes around transition and transport.
<b>05/11/08</b>	Training		Becketts Park	Supporting Bereaved Children and Young People	ALL	DAY	N/A	Informed about strategies to work with bereaved children and young people	Have learnt skills to use strategies in the future to support families.
<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No .</b>	<b>Name of School and Reason for</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>

Date	Who (Parent professional)	No .	Name of School and	Training /Event/ Home Visit	Start Time	Finish Time	Wedge	Outcome	Impact
06/11/08	Sharon Cooper	2	South SILC partnership Rodillian	Showing 3 different parents around the facilities.	0830	1200	South	All parents aware of provision at South SILC	Parents can make an informed choice when making a high school preference.
06/11/08	Parent	5	South SILC – Broomfield	School meeting to resolve parent issues	1400	1500	South	Parent was able to voice concerns and be listened to.	Parent is able to work positively with PPS and work through ongoing issues.
07/11/08	Gill Lawry	10 +	Morley North 2 Cluster	Steering group meeting	1000	1130	South	Given up to date information about the cluster and its development.	Able to fully inform parents in Morley North 2 cluster about what's going on in their cluster.
07/11/08	Keith Goulding	2	Drighlington Primary	Cluster profile meeting	1130	1230	South	Talked through how to access cluster profile data from the PMIT team, explained impact around SEN.	School understands how to access data around their profile. Building a strong relationship between PPS and school.

	etc)		Reason for school meeting	Reason details					
10/11/08	Parent	6+	BESD SILC	School meeting to resolve parent issues.	1030	1130	City-wide	Parent was able to voice concerns and be listened to.	Parent felt able to express concerns in a safe environment, work positively with PPS and work through ongoing issues with the school.
11/11/08	Parents	10 0+	Buzz Event	Event	0900	1200	N/A	Talked to parents about PPS, and introduced myself as the South and BESD SILC SEN officer.	Parents now know who I am, are aware of what I do and how they can refer.
11/11/08	Parent	6+	South Leeds High School	School meeting to resolve parent issues	1300	1400	South	It was agreed that mediation would be the best method to resolve the issues between parents and another family.	The impact of mediation hopefully will be to improve the education of the child.
12/11/08	Parent	4	Drighlington Primary	School meeting to talk about high school options for a child with additional needs.	0900	1100	South	Parent was able to express views, I was able to advise about high school options.	Parent engaged with the service, where previously she refused other services. Positive impact for the family.
Date	Who (Parent professional	No .	Name of School and	Training /Event/ Home Visit	Start Time	Finish Time	Wedge	Outcome	Impact

	etc)		Reason for school meeting	Reason details					
12/11/08	Professional	20 +	SEN Multi-agency meeting	Meeting for all professionals in the South across all sectors who work with children with additional needs.	1330	1500	South	Helen Dawe left as Chair; I was nominated into the position.	PPS profile in the South increased. Opportunity to reach all sectors not just education in the South.
13/11/08	Professional/ Parent	6	South Leeds High	Community Accord mediation for two families.	1030	1200	South	Parents resolved issues and agreed a plan to work together as well as helping the children become friends again	Children can now access appropriate education without disrupting one another.
13/11/08	Helen Moorby	15 +	Upper Beeston and Cottingley cluster	Cluster network meeting for SENCOs/ PSAs	1330	1430	South	Given up to date information about the cluster and its development.	Able to fully inform parents in Upper Beeston and Cottingley cluster about what's going on in their cluster.
17/11/08	Parent	4	West SILC – Victoria Park	Show parent around school provision.	1100	1230	South	Parent aware of provision at West SILC	Parents can make an informed choice when making a high school preference.
Date	Who (Parent professional	No .	Name of School and	Training /Event/ Home Visit	Start Time	Finish Time	Wedge	Outcome	Impact

	etc)		Reason for school meeting	Reason details					
17/11/08	Parent	4	South Leeds High School	School meeting to resolve parent issues.	1300	1430	South	Successful mediation, PPS closed case.	Issues with school are resolved; child is back in full-time education.
17/11/08	Parent	2		Home visit	1400	1500	South	Parent fully informed about rights around SEN. Stat Assessment.	Can make an informed choice in the future.
18/11/08	Parent	2		Home visit	1300	1400	South	Parent fully informed about rights around SEN. Stat Assessment.	Can make an informed choice in the future.
18/11/08	Parent	2	West Leeds High School	Home visit	1400	1500	West	Parent wanted support with writing a letter to the ombudsman	Parent felt like she had more control to fight over her son's education.
19/11/08	Parent	3	Morley High School	School visit to show parent provision.	1400	1500	South	Parent aware of provision at Morley High.	Parents can make an informed choice when making a high school preference.
Date	Who (Parent	No .	Name of School and	Training /Event/ Home Visit	Start Time	Finish Time	Wedge	Outcome	Impact

	professional etc)		Reason for school meeting	Reason details					
21/11/08	Parent	3	Bruntcliffe High	School visit to show parent provision.	0900	1030	South	Parent aware of provision at Bruntcliffe High.	Parents can make an informed choice when making a high school preference.
21/11/08	Parent	6	Seven Hills Primary	School visit – mediation to resolve SEN issue.	1030	1200	South	Parents and school provided evidence that previously didn't match. Parents asked to re-submit application.	Parents happy that they have the opportunity to re-apply. Appropriate evidence submitted.
21/11/08	Professionals/ Parents	10 0+	Hamara Centre	BAFF DVD launch – Beeston in Bloom	1200	1430	South	DVD of children with SEN presented to members of the community.	Parents attended a positive event and worked positively with SEN children in the local community. Children were all proud of their achievements.
24/11/08	Professional	20	Devonshire Hall	IIE Training	ALL	DAY	N/A	Day 1 of IIE complete	Positive working
Date	Who	No	Name of	Training /Event/	Start	Finish	Wedge	Outcome	Impact

	(Parent professional etc)	.	School and Reason for school meeting	Home Visit Reason details	Time	Time			
25/11/08	Professional	20	Devonshire Hall	IIE Training	ALL	DAY	N/A	Day 2 of IIE complete	Positive working
26/11/08	Parent	2	Cockburn	Home visit	0900	1000	South	Parent fully informed about rights around SEN. Stat Assessment.	Can make an informed choice in the future.
26/11/08	Parent	6+	Raynville Primary	CAF	1400	1500	West	Advised CAF group on moving CAF forward.	CAF group felt supported by PPS.
26/11/08	Sue Steward	2	South SILC	Parent consultation meeting	1530	1630	South	Questionnaire was designed to gage parent opinion of the South SILC.	Parents have the opportunity to voice their opinions and concerns re the South SILC.
27/11/08	Sharon Cooper	2	South SILC partnership Rodillian	Showing parents around the facilities.	1100	1200	South	Parents aware of provision at South SILC	Parents can make an informed choice when making a high school preference.
Date	Who (Parent	No .	Name of School and	Training /Event/ Home Visit	Start Time	Finish Time	Wedge	Outcome	Impact

	professional etc)		Reason for school meeting	Reason details					
01/12/08	Professional	10	Blenheim	Training – Rocksure safety device	1400	1600	N/A	Trained to use the Rocksure safety device	Team temporarily have a device which will provide them with extra safety whilst on home visits and at school meetings.
02/12/08	Helen Moorby	10 +	Upper Beeston and Cottingley cluster	Steering group meeting	0930	1100	South	Given up to date information about the cluster and its development.	Able to fully inform parents in Upper Beeston and Cottingley cluster about what's going on in their cluster.
02/12/08	Parent	2	Morley	Home Visit	1430	1530	South	Parent fully informed about rights around SEN. Stat Assessment.	Can make an informed choice in the future.
02/12/08	Parent	2	West Leeds High	Home visit	1600	1700	West	Typed up ombudsman letter at the request of parent. Took draft to see if parent wanted any amendments. Amendments noted for final draft.	Parent felt confident that her views were fully represented in the letter and was happy with support received from PPS.
Date	Who (Parent professional	No .	Name of School and	Training /Event/ Home Visit	Start Time	Finish Time	Wedge	Outcome	Impact

	etc)		Reason for school meeting	Reason details					
03/12/08	Parent	3	Royds High	Home visit to discuss issues parent is having with regarding unofficial exclusion	0900	1000	South	Parent felt happy to disclose details about her son. Offered her information about exclusions and also to arrange a meeting with the head regarding an IBP	Parent now fully informed of her rights around exclusions and what the school is legally allowed to do.
03/12/08	Professional	2	Blenheim	PPS short listing for part time SEN Officer	1000	1200	N/A	Candidates selected for interview.	Potential to recruit a new member of PPS team.
04/12/08	Parent	2	West Leeds High/ Raynville Primary	Home visit CAF – Meeting to talk about a care plan with senior AIO.	1000	1015	West	Parent didn't answer the door.	Care plan put on hold until next visit is arrange. School/ CAF notified.
05/12/08	Parent	2	Robin Hood Primary	Home visit	1100	1200	South	Parent fully informed about rights around SEN. Stat Assessment/ complaints procedure	Can make an informed choice in the future.
05/12/08	Professional	20 +	Blenheim	Training – Team Performance Review – Reviewee expectations	1330	1530	N/A	Informed about new PDR systems	Now have the information to complete PDR successfully.
Date	Who (Parent professional	No .	Name of School and Reason for	Training /Event/ Home Visit Reason details	Start Time	Finish Time	Wedge	Outcome	Impact

Date	Who	No	Name of	Training /Event/	Start	Finish	Wedge	Outcome	Impact
09/12/08	Parent	4	Oulton Primary	School meeting to discuss issues parent has with school	0900	1000	South	Parent was able to voice concerns and be listened to.	Parent felt able to express concerns in a safe environment, work positively with PPS and work through ongoing issues with the school.
10/12/08	Professional	10 +	IPS Termly meeting	Meeting to inform IPSs of any updates re training	1200	1400	N/A	IPS's fully informed.	IPS's know when the next training session for their personal development will be.
10/12/08	Parent	2	West Leeds High/ Raynville Primary	Home visit CAF – Meeting to talk about a care plan with senior AIO.	1000	1015	West	Parent didn't answer the door. One more attempt planned to engage parent.	Care plan put on hold until next visit is arrange. School/ CAF notified.
15/12/08	Professional	2	Blenheim	PPS short listing for part time SEN Officer	1000	1200	N/A	Interviewed for part-time SEN Officer post. No one appointed.	Potential to recruit a new member of PPS team.
16/12/08	Parent	5	Drighlington Primary	Meeting to discuss F band funding application	0900	1000	South	Application was signed by parent and sent off by the EP.	School will receive extra funding to support child's F band needs.

	(Parent professional etc)	.	School and Reason for school meeting	Home Visit Reason details	Time	Time			
17/12/08	Parent	3	Robin Hood Primary	School meeting to discuss parent issues with school	1100	1230	South	Parent expressed views and asked for evidence of school meeting the needs of her son. Evidence was not provided, nor was any solution offered by the school.	Parent is to follow complaints procedure and would like PPS meeting notes.
17/12/08	Parent	5	Royds High	School meeting to discuss child's exclusion.	1430	1530	South	Head agreed that an IBP should be in place for child as he has been excluded on a number of occasions.	Child should be fully supported in the new year if the head delivers on what she says.
17/12/08	Parent	2	West Leeds High	Home visit to give final version of ombudsman letter.	1630	1815	South	Parent to keep a copy to look over it over the Christmas period. HV arranged for new year.	Parent has the opportunity to look over letter, feels fully supported by PPS.
19/12/08	Parent	2	West Leeds High/ Raynville Primary	Home visit CAF – Meeting to talk about a care plan with senior AIO.	1000	1015	West	Parent didn't answer the door. Allegedly out with social worker. Plan to meet before the next CAF meeting.	Care plan put on hold until next visit is arrange. School/ CAF notified.

Quarterly Parent and Professional Engagement Statistics from 1<sup>st</sup> October 2008 to 31<sup>st</sup> December 2008

Name: **Marzieh Berenjian**

Designation: **East & N East SEN Officer**

Date	Who (Parent professional etc)	No	Name of School and Reason for school meeting	Training /Event/ Home Visit Reason details	Start Time	Finish Time	Wedge	Outcome	Impact
2.10.08	Professionals	7		PPS Training for Parent Mentors	3pm	4.30pm	N West	informed parent Mentors of the service	Professionals refer to the service appropriately
2.10.08	Parent	4	Ebor Gardens	Information about admission	9.00	10.00	E	Parent informed	Parents are aware of admission process
2.10.08	Parent	30	Temple Moor	Parent evening	5.30	19.00	E	Parent informed about PPS	Parent can contact our service for advice
3.10.08	Parent	7	North East SILC	Information day	10-00	12.30	N.E	Parent informed	Parent can contact our service for advice
14.11.08	Parent	1		Home visit	10.00	12.00	East	Parent informed about statutory assessment	Parent skilled to request statement
15.1.08	Parent/ IPS	4		Training Data Protection	10.00	13.00	City wide	Volunteer informed about data protection and confidentiality	IPSs updated their knowledge about data protection
15.1.08	Parent	20	East SILC	Parent evening	18.00	20.00	East	Parent informed about PPS	Parent can contact our service for advice

Date	Who (Parent professional etc)	No	Name of School and Reason for school meeting	Training /Event/ Home Visit Reason details	Start Time	Finish Time	Wedge	Outcome	Impact
20.10.08	Parent	12	N.East SILC	Parent open day	10-00	12.30	N.East	Parent informed about PPS	Parent empowered to make an inform decision
22.10.08	Parent	5	East SILC	Parent week	10.00	12.00	East	Parent informed about PPS	Parent empowered to make an inform decision
23.10.08	Parent	30	Kerr Mackie	Consultation	8.00	9.00	North East	Questionnaire to parent on school issues	Given parent opportunities to express their views about school
23.10.08	Parent	1	Abbey Grange	Home visit	11.00	12.00	NW	Access to information on Dyslexia	Empowered parent to get the right support for her child
24.10.08	Parent	12	North East SILC	Parent week	11.00	12.00	N.East	Informed parent about PPS	Parent empowered to make an inform decision
24.10.08	Parent	1	Ralph Thorsby	Home visit	12.00	14.00	N.W	Informed parent about PPS and access to 0-16	Parent empowered to get support from other agencies
20.10.08	Parent	1	Brudenell	Home visit	10.00	12.00	NW	Informed parent about PPS	Parent informed about tribunal process empowered to appeal
29.10.08	Parent	1	Home educated	Home visit	3.30	4.00	E	Informed parent about admission	Parent can make an informed decision about high school option
30.10.08	Parent & professional	7	Refugee Forum	Planning for refugee week	10.00	13.00	E	Partnership work with all refugee communities	Different communities are aware how to contact our service
3.11.08	Parent	1		Home visit	13.00	14.00	NW	Parent informed	Parent enable to make an

<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>
10.11.08	Parent & professional	5	Kippax Ash Tree		14.30	16.45	E	Parent supported in the meeting	Two way communication with school in place for parent to be involved in her child education
12.11.08	Parent	10	Rosebank	Parent open evening	15.30	17	NW	Parent informed about our service	Parent and professional fully aware how to access PPS
14.11.08	Parent	5	N.East SILC	Parent group	10.00	13	N.E	Information session On wellbeing	Opportunity for parent learn a techniques for themselves and children how to relax.
19.11.08	Parent	30	Ralph Thorsby	Early years event	17.00	19.00	NW	Informed about our service	Parent fully informed how to contact our service
21.11.08	Parent	1	Woodhouse	Multi agency meeting	10.00	12.00	NW	Supported parent in the meeting	Care plan reviewed parent empowered to be involved in the process
24.11.08	Professional	12	Halton cluster	Cluster meeting	10.00	12.00	E	Cluster agencies are fully informed about PPS	Cluster agencies now aware of the service
25.11.08	Professional	25		BME Community event	10.00	13.00	City Wide	PPS information displayed	BME communities are informed how to contact PPS and aware of translation and interpreting service
25.11.08	Parent	40	Little London CC	Parent event	13.00	15.30	NW	Informed parent about our service	Parent are fully aware how to access the service
26.11.08	Professional	5		EPOS cluster meeting	10.00	12.00	N.E	Partnership work mapping the SEN	SEN provision identified in North East for cluster

								support in the area	
28.11.08	Parent	5	N.East SILC	Parent forum	10.00	13.00	N.E	Information session	Parent informed on what constitutes a Healthy Diet
<b>Date</b>	<b>Who (Parent professional etc)</b>	<b>No .</b>	<b>Name of School and Reason for school meeting</b>	<b>Training /Event/ Home Visit Reason details</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Wedge</b>	<b>Outcome</b>	<b>Impact</b>
1.12.08	Parent and professional	10	Deighton Gate	Autism Group	9.00	10.30	N.E	Information session	Parent informed
4.12.08	Parent and professional		Mount St Mary's		2.00	4.00	E	Advised /Supported school and parent in the meeting	Parent empowered to be involved in child's education
8.12.08	Professional	30		Cluster meeting	9.00	13.00	NW	Information sharing	Professional fully aware how to access PPS
9.12.08	Professional& parent	7	Woodhouse social care	Transition meeting	10	12	NW	Supported parent in the meeting	Care plan reviewed
12.12.08	Parent	5	N.East SILC	Parent forum	10.00	13.00	N.E	Information session	Information on transition provided for parent
15.12.08	Parent	1		Home visit	12.00	14.00	N.E	Informed parent	Parent aware of SEN process
19.12.08	Parent	1		Home visit	9	10	N.E	Informed parent SEN process	Parent empowered to apply for statutory assessment

**Parent Partnership Service - Choice Advice Service**

**Quarterly Parent and Professional Engagement Statistics from 1<sup>st</sup> October 2008 to 31<sup>st</sup> December 2008**

**Name: Amy Williamson**

**Designation: Choice Adviser**

Date	Who (Parent professional etc)	No.	Name of School and Reason for school meeting	Training /Event/ Home Visit Reason details	Start Time	Finish Time	Wedge	Outcome	Impact
1/10/08	Professionals	30	Primary Head teachers conference	To promote the service	12.00	2.00	City wide	To promote the service	professionals informing parents about the service and using the service them selves
	Parents	10	Horsforth Children Centre Drop in session	To advise parents around the transition process	3.30	5.30	North West	To provide information and advice to families around the transition process	empower parents to make a realistic preference
	Parents	50 plus	Royds open evening	Promoting the support we can offer	6.30	9.00	South	To raise the profile of the service	parents can contact the service
2/10/08	Parents	3	Ebor Gardens Information session	Advising parents around the admissions process interpreters required	9.00	12.00	East	To provide information and advice to families around the transition process	

	Parents	3	Ebor Gardens Information Session	Advising parents around the admissions process interpreters required	1.30	3.00			
6/10/08	Attended SENCO Training	30	Information stall	Raising profile of the service	10.00	11.00		To raise the profile of the service	parents and professionals can access information
	Parents	2	Brownhill Primary Information Session	To advise parents around the transition process	3.15	4.15		To provide impartial advice and information to families around the transition process	empowered parents to make a realistic preference
7/10/08	Parents	1	Supported parents to look around Temple Moor High School	Polish family needed support in looking around a selection of high schools with an interpreter	11.15	12.15		The parent was able to see what the school was like and talk to the members of staff to see what support they could offer	Parents felt empowered in making a preference
	Parents	5	Parklands Primary Information Session	To advise parents around the transition process	3.00	4.00		To provide impartial advice and information to families around the transition process	empowered parents to make a realistic preference
8/10/08	Slavic away day								
9/10/08	Parent	3	Home and school visit to Garforth	Child had been out of school since September family moved to the Aberford area needed support in looking for secondary	9.00	12.00		To support the parents in looking around the school, supporting them in completing an in-year transfer and appeals form	for them to understand the admissions process and being able to make an informed decision on which secondary schools to apply for

				schools					
	Parent	4	Victoria Primary Information Session	To advise parents around the transition process	3.00	4.00		To provide information and advice to families around the transition process	empowered parents to make a realistic preference
10/10/08	Parents	3	St Peters Information session	To advise parents around the transition process	9.00	10.00		To provide information and advice to families around the transition process	empowered parents to make a realistic preference
	Parent	1	Home Visit	Provide advice and information around the transition process	2.30	3.30		Parent understands process	Parent completed preference form
13/10/08	Parent	2	Hunslet Moor information session	Provide advice and information around the transition process	9.15	10.15		To provide information and advice to families around the transition process	empowered parents to make a realistic preference
14/10/08	Parent	1	Home visit	Parent was looking at transferring her child to a closer secondary school	11.00	12.00		Provided information around in-year transfer and appeals	Parent understood the admissions process and gained a better understanding of how to apply

	Parent	1	Home Visit	Child had missed about 9 months of school mum needed advice	9.30	10.30		Provided information about in-year transfers and help support parent in writing an appeals form. Case went to AMB	Admissions process was more clear. Parent felt supported
	Parent	1	Home Visit	Meet with parent to discuss her child's application form mum didn't understand the admissions process	1.00	2.00		Parent understands process	empowered parent to make a realistic preference
15/10/08	Parent	1	Home visit	Worked in partnership with travellers education advising a family around the appeals process	2.00	3.00		Explained what happens at the appeal	Parent felt more confident about the appeal hearing
16/10/08	Professionals	30	Primary head teachers market place	Promoting the service	12.30	2.30		To raise the profile of the service	parents and professionals can access information
17/10/08	Parent	8	Hollybush Primary Information Session	Provided advice and information about the admissions process	9.00	10.00		Provided information and advice around the admissions process. Arranged school visits.	Parent felt more confident in applying for a secondary school

20/10/08	Professionals and parents	20 plus	Carr Manor	Promoting the service	4.00	5.30		To raise the profile of the service	parents and professionals can access information
21/10/08	Parent	1	Home Visit	Support and advise around the appeals process	10.00	11.00		Explained the appeals process support given to the parent in writing a statement for the appeal hearing	IPA offered support in the appeal hearing parent felt more confident
	Parent	1	Home Visit	Support and advise around the appeals process	11.30	12.30		Explained the appeals process support given to the parent in writing a statement for the appeal hearing	IPA offered support in the appeal hearing parent felt more confident
22/10/08	Parent	1	Home Visit	Support in completing an appeals form	9.00	10.00		Explained appeals process support given in completing application form	appeal form completed and handed to admissions
23/10/08	Modular management development course								
27/10/08	Parents and professionals	20 plus	Outer area committee event	Promoting and raising the profile of the service	4.00	5.30		To raise the profile of the service	parents and professionals can access information

28/10/08	Supported admissions with the checking of preference forms								
	Parents	10	St Mary's Church in Beeston	Community event	1.00	2.30		To raise the profile of the service	parents and professionals can access information
	Supported admissions with checking preference forms								
30/10/08	Supported admissions with checking preference forms								
03/11/08	Parent	1	Home Visit	Support parents in applying for an in-year transfer	9.30	10.30		Explained in-year process	Completed application form

4/11/08	Parent	1	Home Visit	Support parents in applying for an in-year transfer	8.30	9.30		Explained in-year process	Completed application form
11/11/08	Parents and professionals	30 plus	Buzz Event	Promoting and raising the profile of the service	11.15	1.30		To raise the profile of the service	parents and professionals can access information
12/10/08	Parents	10	Rosebank Primary open evening	Promoting and raising the profile of the service	3.30	6.00		Promoting and raising the profile of the service	parents and professionals can access information
13/11/08	Modular management course								
14/10/08	Professionals	20	Law School	Presentation about the service to recruit volunteers	2.00	3.00		Presentation delivered on Choice Advice and role of an IPA	Further training to be delivered
17/11/08	Parent	1	Home Visit	To discuss child's options on choosing a school	11.00	12.00		Support and advice given around the admissions process	Prospectuses given to parent to help her decide

19/11/08	Looked after children training session								
	Ralph Thorseby	30 plus	Reception information session	Promoting and raising the profile of the service	5.00	6.30		Promoting and raising the profile of the service	parents and professionals can access information
20/11/08	Professionals	30	Chair of appeals meeting	Chairs had a meeting to discuss the block appeals. I did a presentation on Choice Advice and my role. I explained the IPAs role	9.30	11.00		Appeal chairs got the opportunity to hear about the service and the volunteers	one of the appeal chairs gave good feedback on an IPA
24/11/08	Professionals	100	YOS information session	Promoting and raising the profile of the service				Promoting and raising the profile of the service	parents and professionals can access information
26/11/08	Parent	1	Home and school visit	Supporting parent in looking around schools to help her make a choice				Parent made a decision	parents felt more confident
27/11/08	Parent	1	Home and school visits	Supporting parent in looking around schools to help her make a choice				Parent made a decision	parents felt more confident

2/12/08	Management Development Programme								
8/12/08	Parent	1	St.Peters One – one	Explained admission process	9.30	10.30		Parent understood process	Parent felt reassured
17/12/08	Parent	1	Shakespeare primary One – one	Advice and information around the appeals process	9.30	10.30		Supported parent in putting a statement together	Parent felt more confident about the appeal hearing