

# **Hampshire Ethnic Minority and Traveller Achievement Service**

## **SERVICE LEVEL AGREEMENT**

**April 2009 – March 2012**

### **Introduction**

The Ethnic Minority Achievement grant (EMAG) is paid to Hampshire County Council by the DCSF. Hampshire County Council contributes approximately 40% of the total funding in 2009-2010.

The purpose of the grant is:

‘to narrow achievement gaps for those minority ethnic groups who are underachieving and to meet particular needs of children and young people for whom English is an additional language (EAL). EMAG is a ring-fenced grant which must be spent on this purpose.’

1. To enable strategic managers in schools and LEAs to lead whole school change to narrow achievement gaps and ensure equality of outcomes.
2. To meet the costs of some of the additional support to meet the specific needs of bilingual learners and under-achieving children and young people.

### **Parties**

This agreement is made between the governing bodies of all Hampshire schools who have elected to retain a core service, and Hampshire Ethnic Minority & Traveller Achievement Service (EMTAS).

### **Duration**

This agreement will run from April 2009 until March 2012 unless local and national funding arrangements change.

### **Intent**

The intent is to regulate dealings between the parties by setting out respective obligations relating to performance and payment for services.

## **Standards Fund Guidance**

Research highlights that the following elements form the basis of an effective approach to raising achievement. Local authorities and schools may wish to consider these when determining their priorities:

- Effective data collection systems.
- Analysing data on a regular basis, identifying patterns and trends, putting in place action to address the issues raised by the data and monitoring the impact of any action taken.
- Mechanisms to provide effective support and advice to schools that enable them to take action to raise minority ethnic achievement. support bilingual children and young people.
- Strategies that build the capacity of school management teams and the school workforce to support underachieving minority ethnic children and young people/bilingual children and young people more effectively.
- Mutually supportive links between mainstream, supplementary and complementary schools.

## **School responsibilities**

Schools will be expected to:

- have a policy for making provision for children and young people for whom English is an additional language and for raising the achievement of minority ethnic children and young people who are at risk of under-achievement, as required by the DCSF (May 2002), incorporate that policy within their school development plan, include impact in governor's report.
  - set clear targets for the achievement of minority ethnic children and young people with outcome measures agreed with the local authority, against the background of Every Child Matters outcomes.
  - monitor achievement of minority ethnic groups.
  - enable staff employed under the grant and mainstream teachers to undertake appropriate professional development to enable them to meet effectively the particular needs of minority ethnic children.
  - provide the local authority with information required to monitor the use of the grant. (The Standards Fund 2001-2002 DfEE/0255/2000 page 7).
  - keep to agreed time commitments and liaise effectively with the service to ensure that high quality provision can be maintained, eg through informing the service about pupil absences and INSET days.
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## **Hampshire EMTAS delivery for schools ‘buying back’ into a central service**

Hampshire EMTAS service will keep to agreed time commitments and will inform school in the event of sickness or unexpected absence. Please note that messages sometimes reach the school but not the relevant members of staff. Confidentiality will be respected. Hampshire EMTAS will work in partnership with district multi-agency teams to achieve Every Child Matters outcomes.

### **1. *New bilingual arrivals***

Hampshire EMTAS will:

- respond, within two weeks, to referrals from schools
- allocate a maximum of 10 hours provision per newly-arrived pupil in addition to an early profiling report
- respond to referrals for cross-cultural counselling
- respond to request for interpreting and translation for children and young people Hampshire EMTAS works with
- negotiate the time and focus of the support
- work with schools and multi-agency teams on meeting the needs of asylum seekers of school age

### **2. *Achievement***

Hampshire EMTAS will:

- identify through data analysis, groups of minority ethnic children and young people, who are currently underachieving
- work with approximately 20 schools to identify, through data analysis, and address possible causes of underachievement through project work, for example Project 108 or Project 32
- assess the impact of EMTAS work on achievement and disseminate this to schools, eg through the Hampshire EMTAS, website, SIF
- offer guidance on school self-evaluation in relation to ethnic minority achievement

### **3. *Travellers***

Funding for Travellers is not part of the ‘buying back’/devolution process.

Hampshire EMTAS will:

- respond to referrals from schools and agencies on welfare, achievement issues
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- identify through data analysis schools to be targeted to address possible causes of underachievement
- provide specific training to raise achievement of Traveller children and young people
- assess the impact of EMTAS work on Traveller achievement and disseminate this to schools, eg through Hampshire EMTAS website, SIF

#### 4. *Training*

Hampshire EMTAS will:

- provide specific training free of charge to raise achievement of black and minority ethnic children and young people including those for whom English is an additional language
- underpin the work of the Achievement and New Arrivals strands in schools
- deliver SEAL (Supporting English as an Additional Language) for teaching assistants. Level 1 Higher Education Certificate, Portsmouth University.
- work collaboratively with county training providers to deliver ethnic minority and EAL components of national strategies
- deliver TEAL (Teaching English as an Additional Language) for teachers at MA level

#### 4. *Selling Services*

Hampshire EMTAS will:

- Provide a brokerage service which schools can use to buy in a range of other services linked with ethnic minority achievement, tailored to individual school requirements:-
    - \* specialist teaching/assessment
    - \* bilingual assistance
    - \* whole class workshops
    - \* school assemblies
    - \* diversity workshops
    - \* interpreting/translation
    - \* home/school liaison
    - \* interagency work
    - \* pastoral care
    - \* resource development
    - \* homework and achievement clubs
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## 5. Cross cultural counselling

Hampshire EMTAS will provide a link to schools counselling service

- support cross-cultural counselling for children and young people and parents in schools with whom we work

## Hampshire EMTAS Service delivery

The office bases are:

**Hampshire EMTAS**  
Aldworth Science College  
Western Way  
Basingstoke  
RG22 6HA

Base for:

- Assistant team leader – training
- Bilingual assistants
- Operations manager
- Resources manager
- Specialist teachers
- Team Leader/inspector/adviser (EMTAS)

**Hampshire EMTAS Service**  
Havant Local Education Office  
River Way  
Havant  
PO9 2EL

Base for

- Bilingual children's development officer
- Specialist teachers

## Monitoring

A sample of schools in a specific area are monitored on annual basis

## External Funding

Hampshire EMTAS will continue to seek and deliver a range of externally funded projects

## Resolving Disagreements

Any concerns or complaints about the level or quality of service should firstly be made to the team leader. Schools who consider that they have not received an adequate response from the head of the service may appeal in writing to the Deputy Director, Children's services

The Deputy Director, Children's services will write to acknowledge receipt of the complaint within seven days, and will visit the school where required.

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Investigation should be completed with 28 days. If more time is needed the Deputy Director, Children's services will confirm this to the school in writing.

All written complaints about the performance of Hampshire EMTAS Service will be recorded, together with an outline of the basis of the complaint and action taken to resolve the problem. ►

