

SCE Drawdown Newsletter

March 2012

School closures, data handling & VERS

Andrew Humphrey School, Wildenrath

Andrew Humphrey School will remain open until the last day of the Summer Term on 20 July 2012. All assets that SCE wish to retain will be removed during the week commencing 23 July 12 before handing the school to the Garrison on 27 Jul 2012 to complete the clearance and handover to the Federal Authorities.

Pupils scheduled to move to Brügggen School in September 2012 will spend the last week of the Summer Term there. Arrangements for the final week of term for the children who are not transferring to Brügggen may change - however the Headteacher will keep all staff, parents and pupils fully informed.

Mountbatten School, Celle

Mountbatten School will close on 13 July 2012. An additional classroom will be provided at Slim School to allow for the further influx of pupils following the move of 1 Med Regt from Münster and the relocation of some families from the Celle area. The FS1 Setting in Trenchard Barracks will close on 12 July: no alternative FS programme will be offered for FS1 pupils.

Oxford School, Münster

Following the decision to close Münster Station in early 2014, SCE has announced that Oxford School will close in summer 2013. York Barracks will close in summer 2012, which will mean that the FS1 settings and the FS2 annex based there will merge into one location in Oxford Barracks. Arrangements for these moves will be communicated locally to staff, parents and pupils once the final details are known.

St Christopher's School, Gibraltar

St Christopher's School will formally close on Friday, 20 Jul 12 to allow the teaching staff to clear their classrooms of personal papers and belongings prior to the final school closure. The FS1 facility will remain at the school until 2014, at which point it will move to the new 'Four Corners' site at Europa Point.

Cyprus

The UK Government has accepted the recommendations of the Cyprus Review on Sovereign Base Areas (SBAs) and confirmed its enduring commitment to the SBAs in Cyprus. As a result the view is that the current strength will be maintained for the long term future. There is a separate military manning review taking place, which may result in the loss of a few posts (particularly some higher ranking ones within HQ BFC). However a reasonably strong presence will have to be retained in order to maintain the SBAs and therefore the future of the Cyprus schools is likely to continue beyond the British withdrawal from Afghanistan.

The SCE Voluntary Early Release Scheme (VERS) has been announced.

The SCE scheme will run initially for two years from 01 April 2012 to 31 March 2014 although funding has been secured up to financial year 2020/21 to allow for the closure of all remaining schools in BFG



*SCE will shortly re-launch SCEWeb in a simpler and clearer format. This will provide easy access to all **Drawdown** information and to SCE policies, information and guidance.*

For information or queries relating to drawdown, rebasing or data protection please contact either steven.wallace211@mod.uk or tom.nielsen-marsh@scseshools.com



SCE Voluntary Early Release Scheme (VERS)

The SCE **Voluntary Early Release Scheme** has now been announced. The SCE scheme will run initially for two years from 01 April 2012 to 31 March 2014 although funding has been secured up to financial year 2020/21 to allow for the closure of all remaining schools in BFG.

The deadline for the receipt of applications is Friday 23 March 2012.

The VERS details include a question and answer paper and worked examples.

HQ SCE staff will attend (or already have attended) staff meetings in all schools known to be closing before April 2014 to brief staff on the scheme and to provide an opportunity for individual meetings if staff wish to discuss information in more detail.

Data Handling and Record Keeping

An important part of the drawdown process relates to ensuring that all data are appropriately protected and disposed of when the time comes to close the school or office.

All members of SCE staff are required to undertake data handling training at an appropriate level during induction (repeated at set intervals) and are therefore aware of the need to protect information in use in their workplace. Pupil data will always follow the pupil on his or her change of school and staff data should be held not by the school but by the Defence Business Services staff (UKBC) or the local Garrison Labour Support Unit staff (Dependant Workforce).

Certain data – such as financial records - need to be kept for much longer: it is thus very important to check with either the local Consortia School Business Manager or the Business Support Team at HQ SCE before disposing of records.

Information about the MOD requirement to repeat data handling training is also available from the Business Support Team at HQ SCE.

Transfer of educational records

When pupils transfer from one school to another, headteachers must send to the new school all educational records relating to the pupil, including copies of their pupil reports.

The Education (Pupil Information) (England) Regulations 2005 requires schools to keep a curricular record for each pupil, disclose a pupil's educational record to his parent / carer upon request, and to transfer a pupil's common transfer file and educational record to the new school when the pupil changes school. It also requires schools to provide an annual report of the pupil's educational achievements at school to his parent or, if he is 18 or over, the pupil himself, and a school leavers' report to the pupil himself. The definition of "educational record" includes any statement of special educational needs and where a pupil has a PEP this also forms part of his/her educational record.

SCE schools must transfer **securely** a pupil's educational record and common transfer file when he moves to a new SCE school or to a school in England, Wales, Scotland or Northern Ireland. Further information on the retention, disposal and transfer of pupil records is available from info@scseshools.com