TOGETHER for Children and Young People

Together we will make Cheshire East a great place to be **young**

Cheshire East

New Headteacher Booklet

September 2026



Cheshire East Council

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Welcome to Cheshire East

We are delighted that you have joined Cheshire East as a new headteacher. We look forward to working alongside you.

It will take time to familiarise yourself with different teams and services. During your first year we will support by holding network sessions and conferences to help to connect with colleagues.

We hope that this booklet will enable new Headteachers to become familiar with the structure, personnel and procedures of Cheshire East Children's Services and support Headteachers new to the role to enable them to be fully effective as quickly as possible.



Kindest regards,

Cheshire East Children's Services Team



Cheshire East Education Senior Management Team

Helen Wallace – Director of Education, Skills and Inclusion
helen.wallace@cheshireeast.gov.uk

Laura Rogerson – Head of Service Education and Virtual School Headteacher
Laura.rogerson@cheshireeast.gov.uk

Gill Betton - Head of Service for Education Transport

Gill.betton@cheshireeast.gov.uk

Danielle Holdcroft - Head of Service for Early Years, Family Hubs and Lifelong Learning
Danielle.Holdcroft@cheshireeast.gov.uk

Sally Ashworth - Head of Service for Education Participation and Inclusion
Sally.Ashworth@cheshireeast.gov.uk

Tom Scaramuzza - Head of Service for SEND Assessment Head of Service
Tom.Scaramuzza@cheshireeast.gov.uk

Alex Cooper - Education, SEND and Inclusion Transformation Lead
Alex.Cooper2@cheshireeast.gov.uk

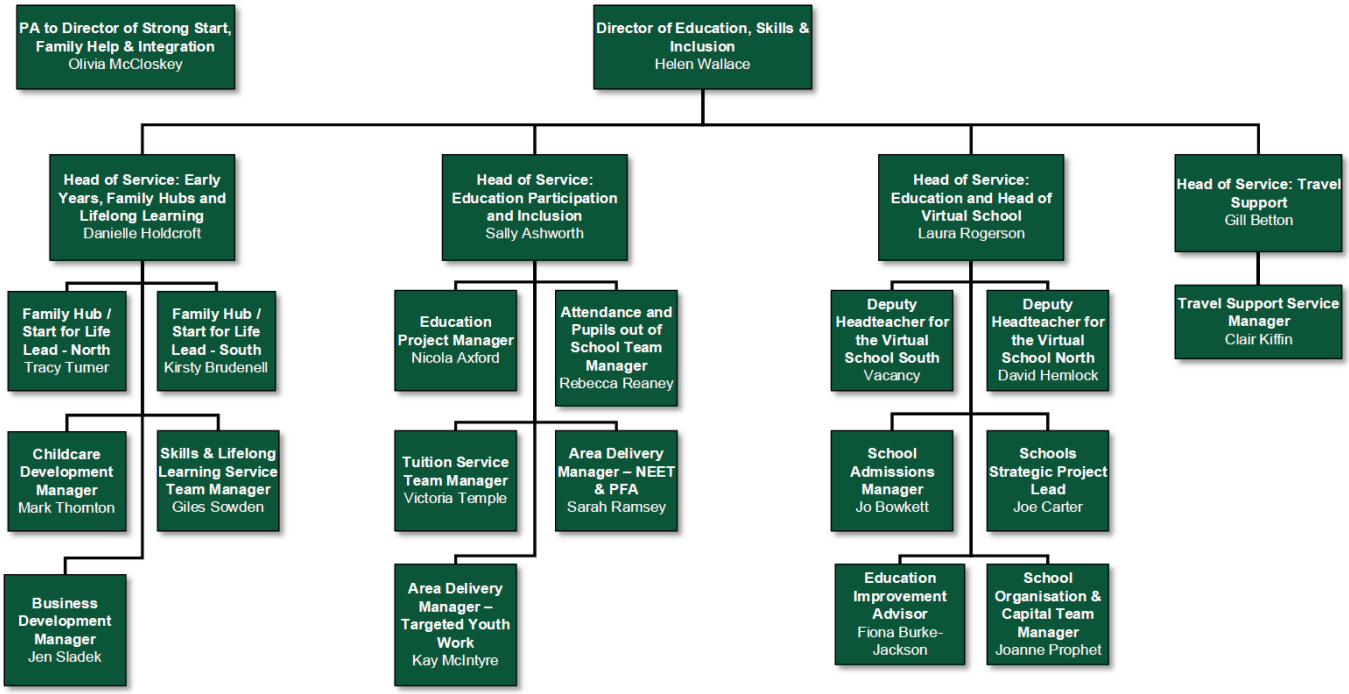
Sarah Clough - Strategic Lead for Mainstream Inclusive Practice
Sarah.Clough@cheshireeast.gov.uk

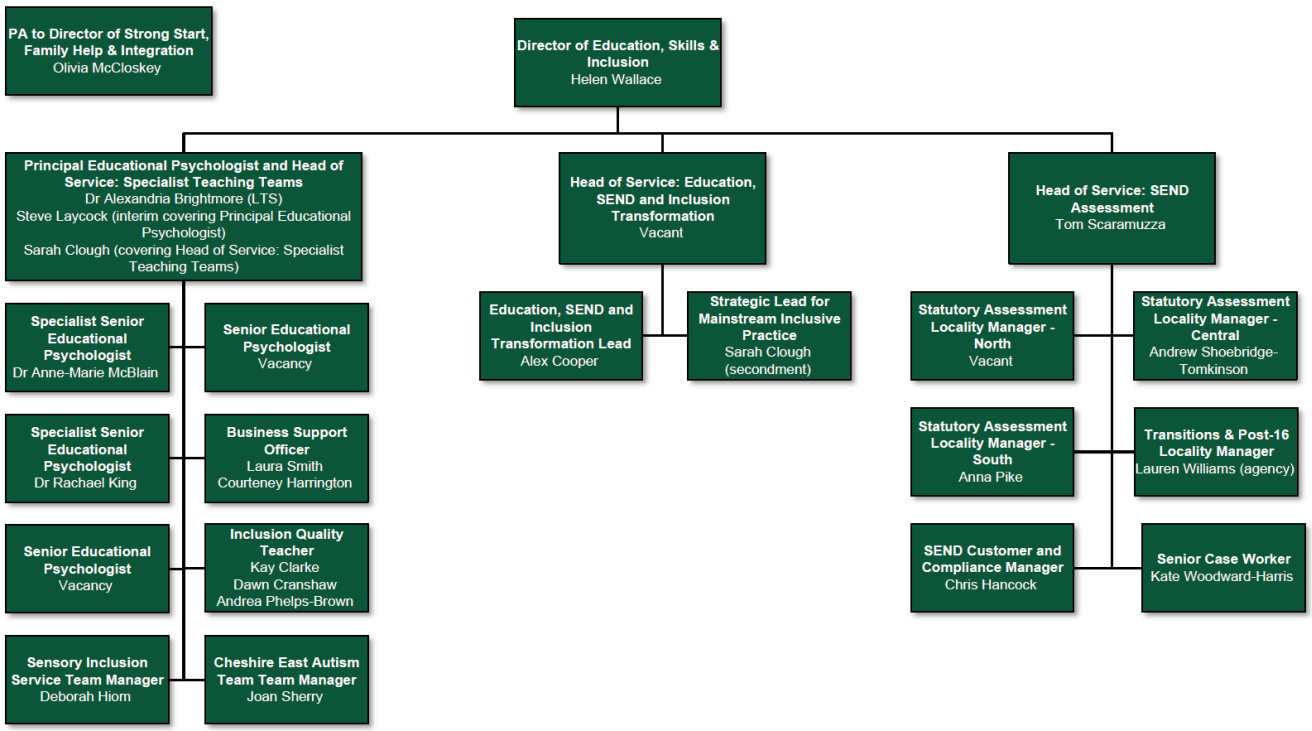
Steve Laycock – Interim Principal Educational Psychologist

Steve.Laycock@cheshireeast.gov.uk

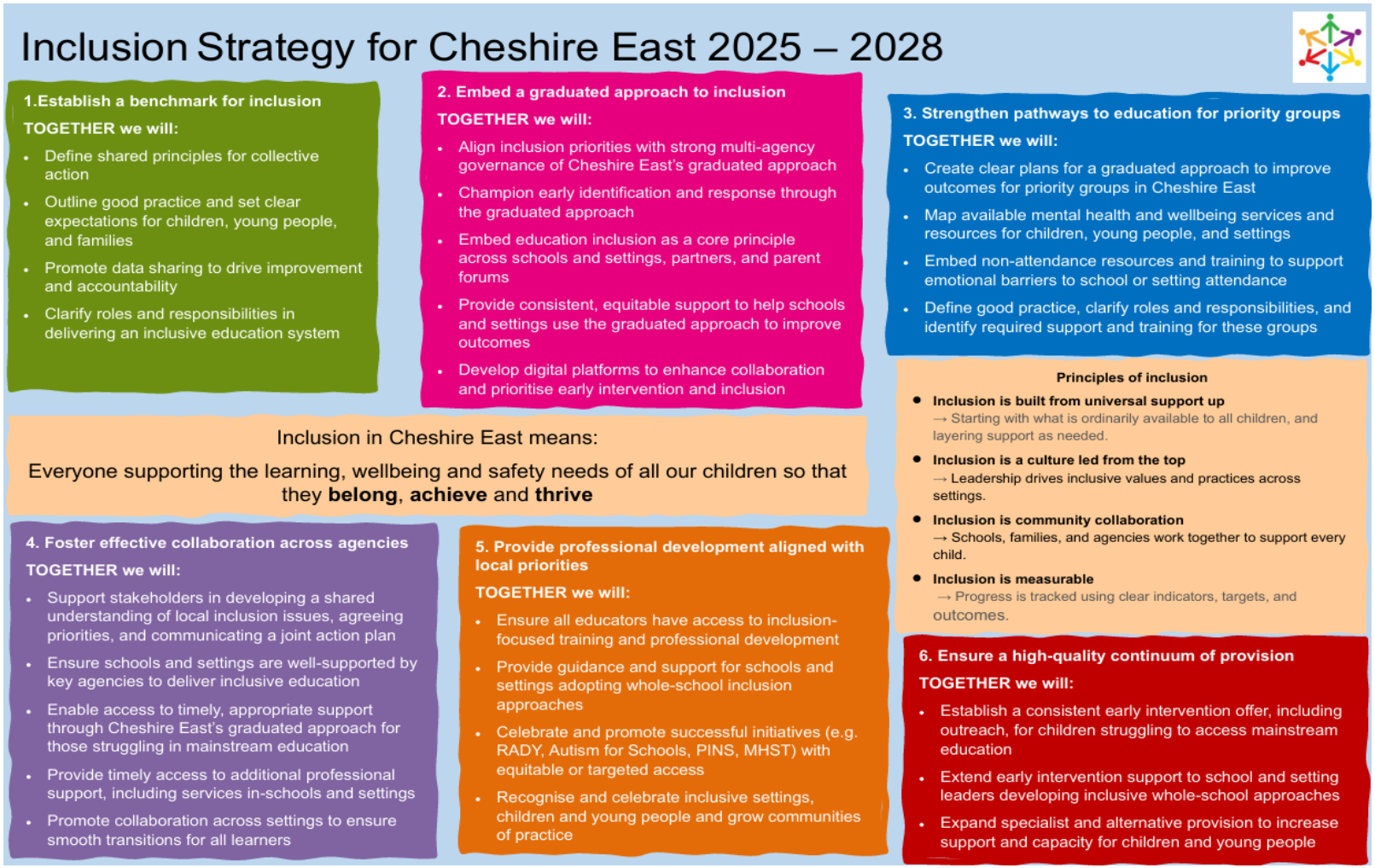


Staff Structure Chart









The Inclusion Strategy is a co-produced, multi-agency strategy designed to embed a culture of inclusion across the whole of Cheshire East through sharing good practice and creating a coherent education system, thereby enabling every child and young person to access the provision they need. For further information, please refer to The Inclusion Strategy



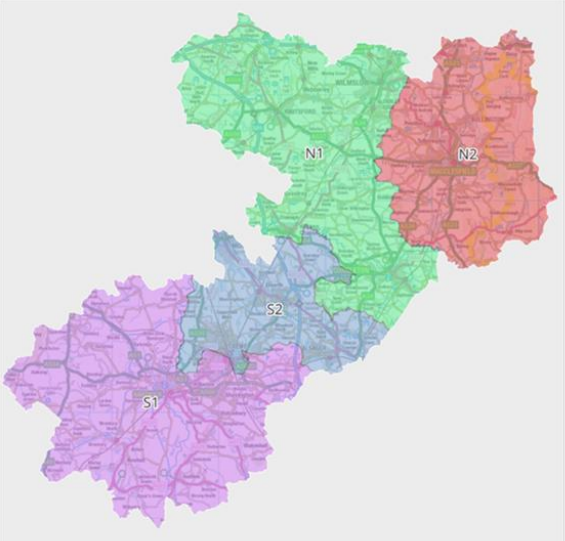
Locality working for children and families

North

- **North 1:** Wilmslow and Knutsford
  Congleton and Holmes Chapel
- **North 2:** Macclesfield North and South

South

- **South 1:** Nantwich and Rural and Crewe South
- **South 2:** Sandbach, Alsager, Middlewich and Crewe North



Our locality Family Help Teams will bring together Family Support Workers and Social Workers, supporting children and families across family help.

Alongside our Family Help Teams, our wider children's services teams will 'lean in' to localities wherever possible and where this makes sense to do so.

The Cheshire East Safeguarding Children's Partnership website provides key information and progress updates regarding the Families First reforms. These reforms place prevention, early help, and children's voices at the heart of everything we do.

Visit: Cheshire East Safeguarding Children's Partnership - Cheshire East Families First Partnership Programme

Email: families.first@cheshireeast.gov.uk

Who is who in Cheshire East and where to find information

Admissions

The Admissions team co-ordinate school admissions for mainstream schools in Cheshire East including Reception, Year 7 and in year applications. Legal and Democratic Services provide a high-quality comprehensive admission appeals and exclusion reviews service to schools.

Visit: School admissions and Admission Appeals and Exclusion Reviews | Chess Hub

Email: admissions@cheshireeast.gov.uk Phone: 0300 123 5012 - option 1

Attendance and Children out of School

Each school in Cheshire East has a named contact within the Attendance and Children Out of School Team. The team provides the local authority's statutory attendance service to all schools, including advice and support in relation to attendance, Penalty Notices, School Attendance Orders, Children Missing Education (CME) and Elective Home Education (EHE). Named officers are available to provide guidance and facilitate targeted support meetings.

Visit: Attendance and Children Out of School Team

Email: Rebecca Reaney Rebecca.Reaney@cheshireeast.gov.uk

Cheshire East Safeguarding Children's Partnership (CESCP)

CESCP is responsible for co-ordinating the safeguarding and child protection work of every agency, in any sector, that works with children within our Local Authority boundaries. Please refer to https://cescp.co.uk/professionals to view a comprehensive and continually updated resource for anyone involved in providing children's services, whether in an employed, self-employed or voluntary capacity.

Visit: Cheshire East Safeguarding Children's Partnership

Email: CESCP@cheshireeast.gov.uk

Cheshire East School Services (ChESS)

ChESS is an online portal for schools and education setting which provides information, traded services and training and resources to support school and staff development.

Visit: https://chesshub.co.uk/

Email: chesshub@cheshireeast.gov.uk

Complaints

Ofsted complaints about schools are forwarded to the Local Authority when a safeguarding concern has been raised with them, often via an online form. The LA collate information regarding safeguarding procedures in the school and provide assurances back to Ofsted.

Email: ofstedcomplaints@cheshireeast.gov.uk Phone: 0300 123 5036

Early Years and Family Hubs Best Start in Life

Family hubs support children and young people from 0-19 (or up to 25 for young people with special educational needs and disabilities). The Best Start in Life Local Plan brings together Cheshire East Council, health services, early years providers, voluntary organisations, and local communities around a shared ambition: To give every child in Cheshire East the best possible start, by supporting families early, strengthening communities, and creating high-quality services that meet local needs.

Visit: Family Hubs

Email: familyhubs@cheshireeast.gov.uk

Educational Psychology Service

The Educational Psychology Service works to promote the inclusion and wellbeing of all our children and young people, often working with settings, parents and other professionals. The team also facilitate a range of school staff training whilst also completing research to enhance teaching and learning.

Visit: Education Psychology Service | Chess Hub

Email: educational.psychologists@cheshireeast.gov.uk

Emergency Communications and Media Relations

This service provides 24/7 access to crisis reputation management and media support. This support includes providing professional media relations advice on issues of reputational risk, liaison with media organisations and help in preparing any necessary media statements and responses.

Visit: Communications & Media Relations | Chess Hub

Email: media@cheshireeast.gov.uk or communicationseast@cheshireeast.gov.uk

Phone: 01270 686577

Environmental Services

The team provide comprehensive environmental solutions tailored for schools, helping you maintain clean, safe, and welcoming learning environments. Their services include waste collection and recycling, grounds maintenance, winter gritting, and health and safety training.

Visit: Environmental Services | Chess Hub

Email: Matt Smith matt.smith@cheshireeast.gov.uk

Exclusions

The Education Access Support Officer (EASO) manages permanent exclusions and the Fair Access Protocol in Cheshire East, providing guidance to schools, parents and professionals. The role coordinates statutory education provision, supports reintegration into mainstream education, and advises on alternatives to exclusion. EASOs also oversee exclusion review processes, deliver training, and contribute to strategic service development.

Visit: School suspensions and permanent exclusions - GOV.UK

Email: ExclusionCE@cheshireeast.gov.uk Phone: 01270 375255

Fair Access

Each Local Authority must have a Fair Access Protocol, agreed with the majority of schools in it's area, to ensure that – outside the normal admissions round- unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Secondary Fair Access Panels meet at least twice per term to discuss applications. Primary Panels are convened as soon as a referral is made.

Visit: Fair Access Protocol

Email: fair.access@cheshireeast.gov.uk

To make a referral please contact admissions@cheshireeast.gov.uk in the first instance.

Phone: 01270 375255

Families First

Designed to strengthen the support available for children and families through more joined-up, relationship-based working. These reforms place prevention, early help, and children's voices at the heart of everything we do.

Visit: Cheshire East Families First Partnership Programme

Email: familiesfirst@cheshireeast.gov.uk

Finance

The Schools Finance Team is responsible for interpreting and applying funding regulations for schools across Cheshire East. The team also offers a range of support packages and training to enable schools to plan and manage their budgets effectively.

Visit: Schools Finance | Chess Hub

Email: Chizoba Ogbonnaya chizoba.ogbonnaya@cheshireeast.gov.uk

Phone: 01270 (6)86228

Health and Safety

Cheshire East Council's Health and Safety team provide advice, guidance and support to help schools meet their legal, moral and economic responsibilities and duties for the health, safety and wellbeing of staff, pupils and visitors. The team provide packages of additional support for schools in addition to training such as First Aid at Work.

Visit: Health and Safety Management | Chess Hub

Email: cheshireeasth&s@cheshireeast.gov.uk

HR

The team provide HR advice and support to Headteachers to ensure that policies and practices comply with legal requirements. In addition, the team can help with HR related queries and offer a range of support packages and training.

Visit: Education HR Consultancy | Chess Hub

Email: Katie Dean/Nuala Hadden DeanHadden@cheshireeast.gov.uk

Phone: Nuala - 07885 189279 or Katie - 07786 686716

Legal Services

Our legal service provides high quality, comprehensive and cost-effective legal advice and support for all schools. When purchasing this service, schools have access to lawyers with a wide range of expertise, a helpline, links to specialist solicitors and unlimited one-hour queries.

Visit: Legal Services | Chess Hub

Email: Annemarie McNally Annemarie.McNally@cheshireeast.gov.uk

Local Authority Designated Officer (LADO)

Working Together to Safeguard Children (2018), states local authorities should have a Designated Officer (LADO) to be involved in the management and oversight of allegations made about people who work/volunteer with children and young people. More details can be found in our one-minute guide.

Visit: Children's Safeguarding and Quality Assurance Service

Email: LADO@cheshireeast.gov.uk (please note that consultations and referrals must be made via the online portal: LADO Consultation) Phone: 01270 685904

Locality Teams

We are delivering our family hubs in two localities: north and south. Each collaborative includes representatives from Cheshire East Council, Schools and colleges, Early years settings, Health, Voluntary, community and faith organisations. To get involved with your collaborative, please visit the link below.

Visit: Locality working

Email (for family hubs): Collaboratives@cheshireeast.gov.uk

Medical Needs Service

The Tuition Team provide an education offer for children with medical needs that cannot access school-based education. The team also ensure that action is taken to enable a child or young person with medical needs to return to a school setting as soon as possible. Schools can make referrals to the tuition team using the Live Well portal - Children, Young People and Families Portal

Visit: Education of children and young people with medical needs

Email: admin.mns@cheshireeast.gov.uk Phone: 01270 371150

Ofsted

When a maintained school is contacted regarding an Ofsted inspection, the LA is also informed – this is only the case sometimes for academy schools. Once notified, different LA teams will provide an overview of information they hold about the school to Laura Rogerson. This information collated is then used by Laura to support schools through this process.

Email: laura.rogerson@cheshireeast.gov.uk or Fiona.burke-jackson@cheshireeast.gov.uk

Phone: 07971 063606

Public Health

The public health team works with a wide variety of professionals and communities who all have a role in promoting wellbeing. They provide advice and guidance in relation to wellbeing issues, populations experiencing more challenges, available support and further interventions. The teams also commission a wide range of wellbeing services and support Health Protection.

Visit: Public Health

Email: PHBusinessTeam@cheshireeast.gov.uk Phone: 0300 123 5500

Safeguarding Children in Education Settings Team (SCiES)

The SCiES team provide safeguarding information, support and guidance to enhance safeguarding policy in practice in schools, colleges and settings. The team also deliver a comprehensive, accredited training and development programme. There is a Service Level Agreement in place with schools.

Visit: SCiES - Safeguarding Children in Education Settings

Email: SCiESTeamEast@cheshireeast.gov.uk Phone: 01606 288030

School Bulletin

During term time, a weekly bulletin is sent out to all schools. It contains strategic information and actions, training and wider development opportunities, traded service information and general information.

Visit: Schools Bulletin

Email: schoolbulletin@cheshireeast.gov.uk Phone: 0300 123 5036

School Governance

Cheshire East's School Governance & Liaison Service offers clerking and training packages designed to support governing boards and trusts in meeting their strategic responsibilities. The team also provide Headteacher and Deputy Headteacher recruitment services and support for additional meetings such as complaints and exclusions hearings.

Visit: School Governance Service and Headteacher and Deputy Headteacher Recruitment service

Email: schoolgovernanceeast@cheshireeast.gov.uk Phone: 0300 123 5036

School Improvement

We are developing our school improvement offer and plans will be shared with all schools shortly. In the meantime, if you have any questions or require support around professional development including links with RISE and curriculum hubs, schools development plan, or Ofsted preparation please link via the contacts below.

Email: joe.carter@cheshireeast.gov.uk and Fiona.Burke-Jackson@cheshireeast.gov.uk

School Organisation and Capital Strategy (SOCS)

Cheshire East Council has a legal duty to make sure there are enough school places for children and young people who live in the borough. The SOCS team work with schools, academy trusts and other local partners to plan school places across Cheshire East. The team also submit forecasts to the Department for Education (DfE) showing how many school places are likely to be needed in the future which can be found on ChESS Hub.

Visit: School organisation

Email: SOCS@cheshireeast.gov.uk Phone: 0300 123 5012

Special Educational Needs and Disability (SEND)

Cheshire East meets special educational needs via a Graduated Approach - SEN Support provided by educational settings is part of the Cheshire East Local Offer. Teams within Cheshire East who can support with SEND include the Cheshire East Autism Team (CEAT), Sensory Inclusion Service, and Educational Psychology Service.

Visit: Special Educational Needs and Disability

Email: senteam@cheshireeast.gov.uk

Virtual School

The Virtual School supports the education of all cared for children and young people in Cheshire East. This includes providing training, advice and support to foster carers, designated teachers and social workers along with contributing to the broader goal of corporate parenting.

Visit: Cheshire East Virtual School

Email: VSTraining@cheshireeast.gov.uk Phone: 01625 374974

Key Contacts

Maintained School Partnership

This is a new group of maintained primary schools who are working together to collaborate and build good strong working relationships. This is a new chapter for the LA maintained primary schools' group; the School Development Pathway group/ programme which was responsible for providing evidence based professional development has ended and this new group will include professional development within its remit. The purpose of the group is:

- To improve the effectiveness of leadership at all schools in the maintained sector
- That HT's are professionally supported to carry out their job to the best of their ability
- To help HTs be fully informed on all educational matters
- To create work groups/ work streams for collaborative work
- To disseminate best practice and improve outcomes
- To support HTs to get their school OFSTED ready

The voluntary leader for this group is the Head Teacher at Elworth CofE Primary School. Contact details below.

Email: Neil Garratt head@elworthce.cheshire.sch.uk

East Cheshire Association Primary Teachers (eCAPH)

East Cheshire Association of Primary Headteachers is an independent organisation that works solely to support schools who are members. We are not affiliated to any multi academy trust or to the LA, although we do work in partnership with all schools and all statutory organisations, to help schools deliver the best outcomes for your pupils and your staff. As an independent organisation we can be very responsive to your training needs and to the national agendas as they arise. We take our steer from you and from our executive body, made up of experienced headteachers within your learning communities.

Visit: https://ecaph.org/

Email: Gill Price gill@ecaph.org or Ben Cox ben@ecaph.org

Cheshire East Association of Secondary Headteachers (CEASH)

CEASH is an unincorporated association, run by heads for heads. It provides professional support to headteachers and school leaders with the aim of improving school outcomes for all young people in Cheshire East.

Email: Ed O'Neil e.o'neill@eatonbank.ht.school

Maths Hub

The Maths Hubs Programme brings together mathematics education professionals in a collaborative national network. Together, we deliver fully funded nationally and locally designed projects and programmes, with a mission to provide sustainable and long-term professional development.

Visit: Home - Cheshire & Wirral Maths Hub

Email: mathshub@ourladyofpity.co.uk

English Hub

Lacey Green Primary Academy is honoured to be recognised as one of the government's English Hubs – one of only 34 schools across the country acknowledged for outstanding teaching and learning.

As an English Hub, they are dedicated to helping schools build strong, sustainable literacy foundations. Their support spans the entire curriculum journey—from early years right through to the end of Key Stage 3.

We collaborate with your leadership and teaching teams to sharpen Early Language development and refine your Reading Provision. From mastering systematic synthetic phonics and closing the word gap in the primary phases, to developing reading fluency and advanced comprehension in KS2 and KS3, we offer the targeted guidance your school needs. Ultimately, we help you embed the evidence-based strategies required to drive whole-school oracy, close the disadvantage gap, and build confident, skilled readers.

For further information of training and support available please visit: Lacey Green English Hub or email englishhub@laceygreen.cheshire.sch.uk

North West Regional Improvement for Standards and Excellence (RISE)

The North West RISE plan sets out how universal RISE will be delivered locally to improve outcomes for all children and young people. The four priorities in the North West are: Reception year quality, inclusive mainstream, attendance and attainment with a focus on English and maths. Support is available through local hubs which can be found via the link below.

Visit: RISE: North West regional support - GOV.UK



Critical Incidents Contacts

Cheshire East Council

Business Continuity Planning / Emergency Contacts via Local Authority

The following points of contact are provided to Cheshire East schools for urgent/critical incidents. Where necessary, liaison will take place with our media/communications leads following discussion with the school around the incident and if required, liaison with elected members.

Support will be available during office hours unless stated otherwise below.

Pupil / Staff Death

Staff member/pupil critical incident impacting the wider school.

Contact:

ChECS: 0300 1235012 option 3
checs@cheshireeast.gov.uk

Out of Hours: 0300 123 5022

Emergency Duty Team

Ofsted / School Improvement

Support for all schools relating to Ofsted Inspections.

Contact:

Laura Rogerson: 07971 063606
Laura.Rogerson@cheshireeast.gov.uk

Fiona Burke-Jackson:
Fiona.Burke-Jackson@cheshireeast.gov.uk

HR / Staffing Issues

Level of support will depend on ChESS buyback.

Contact:

Katie Dean: 07786 686716
Nuala Hadden: 07885 189279
deanhadden@cheshireeast.gov.uk

Potential School Closure: Public Health

Ongoing support for health concerns /infection outbreaks.

Contact:

Nicola Axford: 07798 925902 or
Educationreferencegroup@cheshireeast.gov.uk

Potential School Closure: Buildings: heating/leaks etc

Levels of support will be determined by school status.

Contact: Facilities Management

Helpdesk: 01270 686888
24 hour/365 days via EQUANs
property@cheshireeast.gov.uk

Also inform School Governance

Potential School Closure: Bad Weather

Potential /actual closure due to bad weather.

Contact:

School Governance & Liaison: 0300 1235036
school.governance@cheshireeast.gov.uk

Potential School Closure: Site intrusion/Terrorist threat

Potential threats will follow Police advice. Contact Police direct and local authority via:

Contact:

Laura Rogerson: 07971 063606
Laura.Rogerson@cheshireeast.gov.uk

Critical Systems: GDPR and Cyber Security

Schools should liaise through their DPO, but general advice available via CHESS buy-back.

Contact:

ChessDPandFOIsupport@cheshireeast.gov.uk

Critical Systems: ICT

Schools will need to contact their ICT Support Provider and/or their Internet Service Provider (ISP) for any broadband related issues.

CEC Digital Services (ICT) no longer provide any ICT buyback services to schools

Media / Communications support / advice
This will be determined by level of buyback via CHESS.
Education point of contact: media@cheshireeast.gov.uk

Senior Staff Absence:
There are times when school leaders are absent from school and interim arrangements need to be put in place. In such situations, it is important that the Local Authority is aware of any changes so that they have up-to-date points of contact. For any interim changes of two weeks or more, please contact school.governance@cheshireeast.gov.uk in the first instance.

Key Conference/Event Dates

Conference/Event	Autumn 2026	Spring 2027	Summer 2027
Congleton Family Hub launch	Monday 21 September		
New Headteacher's Conference	Monday 28 September	Monday 25 January	Friday 23 April and Tuesday 06 July
Education Wider Leadership	Friday 02 October		
South SENDCO Day	Monday 05 October		
North SENDO Day	Tuesday 06 October		
Annual SEND Conference	Thursday 08 October		
eCAPH Exec	Thursday 8 October and Wednesday 25 November	Thursday 28 January and Wednesday 17 March	Wednesday 05 May and Wednesday 23 June
Cheshire East Headteachers' Education Partnership	Thursday 15 October	Wednesday 27 January	Thursday 29 April
Governors' Conference	Friday 16 October		
CEASH	Thursday 22 October	Thursday 14 January and Thursday 18 March	Thursday 13 May and Thursday 24 June
Maintained School Partnership	Thursday 22 October	Thursday 14 January	Thursday 20 May
eCAPH Conference	Monday 16 November	Thursday 04 and Friday 05 February	Friday 18 June
Families First Partnership Test and Learn Event	Tuesday 24 November		



Key Training Dates

There is a wealth of training on offer via the LA teams and partners. We aim to advertise these sessions through our weekly school bulletin. Information and booking is available through the following web pages:

ChESS Hub https://chesshub.co.uk/ and **ChESS Early Years Training Hub** https://chessey.sla-portals.co.uk/

Below is some of the training currently available. These courses and many more can be booked through via ChESS Hub.

Training	Autumn 2026	Spring 2027	Summer
Safer Recruitment Training	Wednesday 7 October		
Being a Designated Safeguarding Lead in Practice training	Wednesday 14 October		Wednesday 14 July
Head Teacher Workshop 2026	Wednesday 11 November		
Designated Safeguarding Lead training	Wednesday 11 November	Monday 1 March	Monday 24 May
DSL Primary North	Tuesday 17 November	Monday 15 March	Monday 14 June
Critical Incident Training for Educational Communities	Tuesday 17 November - Online Session	Thursday 04 March - In Person Session	
DSL Primary South	Wednesday 18 November		
Secondary DSL meeting	Tuesday 24 November	Monday 22 March	Monday 21 June
DSL Primary Central	Wednesday 25 November	Tuesday 16 March	Wednesday 16 June

Suggested Termly Actions

The School Year		
Autumn Term	Spring Term	Summer Term
Prepare for autumn term SIP visit Register to be trained as Designated Safeguarding Teacher/Officer Analyse published and internal data over last three years-Report back to GB and Staff Prepare for headteacher performance management Meet Chair of Governors for an update Ensure performance management objectives for teaching staff Set up lesson observations and clarify protocols Begin to implement School Development Plan priorities and ensure it is updated to reflect performance management objectives Implement the monitoring and evaluation schedule to enable updating of the SEF-inc Book and Planning Scrutinies and subject leader monitoring	Prepare for spring term SIP visit Check staff have prepared curriculum/ SEN bids/priorities for next year At end of the spring term evaluate progress made against the priorities in the school development plan and update it Meet Chair of Governors for an update Continue with the monitoring and evaluation schedule Update the SEF Prepare headteacher's report to governors Carry out pupil progress meetings with individual staff to discuss attainment and progress Set the budget and check the staffing structure for next year	Prepare for summer term SIP visit Continue with the monitoring and evaluation schedule Update the SEF Prepare headteacher's report to governors Meet Chair of Governors for an update Ensure statutory assessment arrangements are in place Update tracking systems with end of year assessments Carry out pupil progress meetings with individual staff Evaluate progress made against the priorities in the school development plan With senior leaders/all staff and governors use outcomes of monitoring and data analysis to

Prepare headteacher's report to governors At end of the autumn term evaluate progress made against the priorities in the school development plan and update it Carry out pupil progress meetings with individual staff to discuss attainment and progress Review and update Pupil Premium Strategy and ensure uploaded to school website by 31 December Carry out Health and Safety audit Carry out fire drill, make sure there is a log Review School Prospectus/Website to include Sat results from previous summer Check the school website for compliance Update tracking systems with end of term assessments	Carry out fire drill make sure there is a log Performance Management mid-year reviews Update tracking systems with end of term assessments Check the school website for compliance	identify priorities for next year's school development plan Ensure transition arrangements in place Sort out rotas/timetables for next academic year Agree organisational structure of classes and notify parents Carry out a fire drill make sure there is a log Plan end of year achievement assemblies, concerts etc, what's your role, anything need changing? Check the school website for compliance