



Bolton Learning Alliance

Working Protocols

This document outlines the expected working protocols for schools within the **Bolton Learning Alliance**.

- It applies to Pre 16 secondary practice and activity.
- The protocols apply to all members of our educational setting including staff, governors and trustees.
- These protocols will be reviewed on an annual basis.

As an active member of the **Bolton Learning Alliance** we agree to follow the working protocols identified below.

Strategy

1. We are committed to supporting each other to meet the needs of all secondary learners in Bolton.
2. We are committed to fostering a sense of common moral purpose among all school and local authority leaders for securing and maintaining standards across the Authority as well as for standards in our own schools
3. We are committed to developing capacity as self-improving schools
4. We are committed through a spirit of common endeavour to reaching a position where all Bolton's secondary schools are judged to be good or better and where a significant number are judged as outstanding
5. We will actively support the development of the Bolton Learning Alliance (BLA)
6. We will actively support the work of the Supporting School Improvement Group (SSIG)
7. We will keep governors/trustees and staff within our institutions updated on developments of BLA and SSIG
8. We will discuss ways forward together where there are strategic decisions to be made, which could involve other schools, so that we can avoid unilateral actions.
9. We will keep each other informed about the main schemes we are each involved with, even where these are self-contained in one school.
10. We will consult each other on decisions we are considering that may have an impact on other schools.
11. We will work together on 'Continuous Professional Learning' (CPL) to create opportunities for our staff to grow and mature across the alliance.

Ethos

12. We will show respect to colleagues at all times
13. We will be tolerant of other colleague's opinions

14. We will respect the diversity of status, structure and character in each institution
15. We will be sensitive to other colleague's needs
16. We will work together to resolve issues should they arise.
17. We will not do things which seek to give us an advantage at the expense of other schools.
18. We will not make any direct comparisons between our school/institution and any other(s).
19. We will not pass comment on another school in public nor in our promotional/ marketing events. We will confine our own comments to our own school or to the wider alliance
20. If we make an agreement and sign it, we agree that it will be professionally binding upon us

Operation

21. We will commit a minimum of 9 days of staff time each academic year to the Supporting School Improvement Group (SSIG)
22. We will ensure the personnel released to support the SSIG are highly effective practitioners
23. We will share performance data with other Head teachers and lead LA personnel where appropriate
24. We agree to share policies and structures with all colleagues
25. We will pay £3000 per year to support the operation of the SSIG
26. We will provide evaluations of support received by our school to the SSIG
27. When sourcing support from another member of the Alliance we will approach the SSIG first
28. We will ensure our school is represented at the BLA Conference
29. We will be prepared to represent BLA on working groups as needed
30. When representing BLA on a working group we will always feed back to the next appropriate BLA meeting
31. We will prioritise and attend BLA meetings regularly.
32. We agree Deputy Heads (equivalent) will only be able to deputise for the Head once per academic year at BLA meetings.
33. We agree that in the event that a deputy represents the Head at a BLA meeting they will have full voting rights on behalf of the school and BLA
34. We will respect the confidentiality of BLA meetings where identified.
35. We will ensure that staff from each institution make a full contribution to the subject related hubs and other groups.

Marketing & Recruitment

- 36. We will advertise vacancies openly within the Bolton.
- 37. We will not poach staff from each other, nor offer inducements for them to join one institution in preference to another.
- 38. Our prospectuses and brochures will honestly describe and celebrate the successes and ethos of our institution.
- 39. We will organise Open Evenings/Days tours and other events for families/students seeking to join us into Year 7 or 12.
- 40. All advertising will be legal, decent, honest and truthful
- 41. Our websites will have the same honesty and openness as our prospectuses and external advertising.
- 42. We will use advertising where necessary to let the community know of our events.
- 43. We will not approach individual students directly to attract them to our institution from another
- 44. We will all operate within the local area admissions framework, using the LA forms and processes rather than an individual one for a school.
- 45. Voluntary Aided/Controlled schools can use Supplementary forms where admission is being sought on the grounds of faith.

In Year Admissions

- 46. We will cooperate fully with In Year admissions Policy and procedures
- 47. We will adhere to the 'Keeping on Track' protocols
- 48. We will abide by the recommendation of the 'In Year Fair Access' (IYFA) panel



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Agreement of schools

Name of school

The Governing Body/Trust accepts and agrees to operate in line with the working protocols of the **Bolton Learning Alliance** as outlined in this document

Signed

Chair of Governors/Trust

Head teacher/Principal

Date

