

# ACE

ADVISORY CENTRE FOR EDUCATION

Advice for parents, a voice for parents

[www.ace-ed.org.uk](http://www.ace-ed.org.uk)



- Do you give advice to parents or carers on school issues?
- Do you need help to keep up with frequent changes to education law and guidance?



## Education Step-by-Step can help



# Education Step-by-Step

ACE's popular package of advice manuals and training for advisers enables you to give effective, legally accurate advice to parents and carers, or to support other professionals. If you already work in the field of education you can use the manuals immediately. If you are new to education advice you may want to take a training session with ACE to launch your effective use of the materials.

*“The manuals had a dramatic effect on my confidence in giving advice”*

ACE's Step-by-Step package includes:

- A set of two manuals
- A full day of one-to-one or small group training (optional)
- Updates and new material as law and guidance change
- A back-up helpline exclusively for Step-by-Step users to speak to an ACE adviser on difficult issues
- A licensed training scheme, and other training options

*“The back-up line and updates are an essential part of the package”*

The comprehensive Education Step-by-Step manuals give step-by-step, legally correct advice, in a straightforward style, on the main areas of schooling in which problems arise including:

1. Choosing a school
2. Appealing for a school place
3. Special educational needs, statutory assessment and the statementing process
4. Exclusions
5. Bullying
6. Action when things go wrong
7. Education for new arrivals
8. Looked after children

*“I wish I could have had this training years ago!”*

The adviser's manual provides the steps to take action, an overview of the education system, explanations of jargon, legal references and suggested further reading.

The parents' manual uses everyday language to inform the parent or carer of the steps to take action, and can be photocopied.

Both manuals include model letters for you or the parent to send to the school, the local authority or others.

*“The manuals and advice network are a very high quality and innovative piece of work which has national significance”*

ACE's Step-by-Step package is now used by over 450 advisers in voluntary and statutory organisations across England.



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For more details of our **Step-by-Step** package:

- Ring 020 7704 3370
- Write to ACE, 1C Aberdeen Studios,  
22 Highbury Grove, London N5 2DQ
- Email [stepbystep@ace-ed.org.uk](mailto:stepbystep@ace-ed.org.uk)
- Visit [www.ace-ed.org.uk/training](http://www.ace-ed.org.uk/training)

ACE is an independent charity that works for an education system which supports all children, and promotes the active involvement of parents in their children's education.

Our free advice lines offer quality legal advice and information for parents and carers: **0808 800 5793** or click on [ace-ed.org.uk](http://ace-ed.org.uk)

ACE also offers regular seminars focussing on the latest law and guidance on admissions, exclusions, special educational needs and disability discrimination.

Tel 020 7704 3375 or email [training@ace-ed.org.uk](mailto:training@ace-ed.org.uk) for more information.

