

Head Teachers' Bulletin - St Clare's CMAT Development – 23rd May

Events this week

Heads' Clinic – Wed 11th May 1.30-2.30pm

The clinic is a 'drop in' to be used only if it is helpful to you. I will be on Zoom (link below) and free for a conversation if it is helpful to catch me.

Actions from this Bulletin

See the action in the 'Notices' section to register Early Career Teachers

Schools joining St Clare's in September:

- If you haven't already done so, plan a date for your work place meeting and share with Anita to check that someone is available to attend from St Clare.
- Send out the TUPE letter to staff
- Send full measures letter to unions, edited to be from your school, with the date of your workplace meeting (attached with this bulletin). The letter should be signed (can be electronic) by your chair of governors.
- Set running any other method you have agreed to gather questions and feedback from members of staff. Please let Anita know if you would like her to set up an online form for you.

All Schools:

- A date for a visit/meeting with Steve to support planning for joining in September or to discuss plans for future consultation and transfer/conversion

Many thanks to everyone who has already done this.

New Updates (since last bulletin)

Advisory Board

We shared the news last week that St Clare received approval to open with the 10 schools who have resolved to join. The HSPAT board has now resolved to transfer Emmaus, St John Fisher and Holy Trinity to St Clare at the earliest opportunity. I am in liaison with the DfE about seeking approval at an advisory board for this by the end of term. I will update you as things develop.

TUPE Letter

I have attached with this bulletin the formal TUPE letter to the unions. Like the letter to staff, this has a few highlighted places where you need to edit details specific to your school:

- Page 1; Enter the date and your school name
- Page 2; Enter the date, time and place of your school's workplace meeting
- Page 2; (Section 4.1) Delete the appropriate phrase. One option is for V.A. schools, the other for academies.
- Page 9; Add the signature of your chair of governors (this can be electronic)

The first page is a list of all the union contacts that the letter should be sent to. Once you have edited the letter, please send it on to the addresses listed. This is the formal start of the TUPE process.

We are in the process of arranging an informal meeting with national union leads in order to brief them about the process from a St Clare's perspective, so that they can brief their local reps.

SCITT Re-accreditation

Congratulations to everyone involved in the SCITT for the news that the SCITT has been re-accredited. As part of the national review of ITT, every provider in the country has had to apply for re-accreditation and in the first round, only 1/3 applicants were successful. This highlights the fantastic quality of work in the SCITT and it is such a strength that we have this capacity as part of our CMAT. It provides a real opportunity to offer a really high quality and consistent programme from ITT through to headship, which we all contribute to and benefit from.

You will see John Coats' message on this below, along with some other notices and opportunities from Hallam Teaching School Alliance.

Notices:

Please send anything that you would like to be included either to me or to Anita Bray.

Notices from Hallam Teaching School Alliance

SCITT reaccreditation

Congratulations to everyone involved with The Sheffield SCITT. As you may know, they have successfully gained accreditation to continue awarding ITT from September 2024. This is a huge endorsement of the work that they do given that only 1/3 of ITT providers were successful in their applications. Thank you to everyone involved with the application.

Early Career Teachers

If you have not already done so, please could complete the form at this link so that we can make sure we have registered all ECT1s and ECT2s onto the Ambition Early Career programme for September.

Internships

Please consider sending the attached flier to your parents/alumni groups. The internship programme is a fantastic way for STEM undergraduates to find out about teaching as a career (and be paid to do so!). We have great teachers in our schools who initially came through this route, so we know it works!

SKPT Forces CPD from The Ogden Trust

Are you teaching KS3/4 physics without a physics specialism?

Do you want to improve your forces subject knowledge, pedagogy & confidence in the classroom?

You can sign up now for Subject Knowledge for Physics Teaching (SKPT) CPD from The Ogden Trust. The SKPT Forces module will be starting in June and will require up to 20 hours of learning over approximately eight weeks. It will be led by a subject specialist and will include face-to-face sessions, online tutorials and independent learning.

The course is fully funded for teachers in the English state sector and includes a small bursary to contribute towards cover costs. This bursary will be available on successful completion of the course.

Find out more and sign up now.

<https://www.ogdentrust.com/teacher-support/subject-knowledge-for-physics-teaching/>

Items copied from previous weeks' bulletins for reference

TUPE Process

With last weeks bulletin (16th May), I attached some guidance documents to support the TUPE process:

- **Template letter to staff;** You should edit or amend this template to use as a letter from your governing body to your staff. I have highlighted areas that definitely need checking and relevant information adding. You can amend or adapt the first part of the letter as much or little as you wish, but the second, more formal half, needs to stay the same with the exception of the school specific information to be added in the highlighted sections.
- **Summary of TUPE advice for governing body;** This is a summary of the whole TUPE process from Winckworth Sherwood who are providing legal guidance for St Clare's and for the schools in the Diocese through this process.
- **TUPE workplace briefing template;** This is a template PowerPoint which you can edit and use at your workplace meeting if you wish.

Checklist of things to be done:

- **Edit template letter for staff** (see attached) ready to send out next week. Make sure that you have filled in school specific information in all the highlighted sections.
- **Identify a date with your governing body to hold your workplace meeting.** Please liaise with Anita to ensure that someone from St Clare is available to attend – we need to try to avoid clashes with other schools. We have identified the first two weeks after the half term as the ideal time for the work place meetings, though if some meetings happen after those weeks that is fine. You will need to include this information in the letter to staff.
- **Let Anita know if you would like support with setting up an online form.** Anita can set up a Microsoft form and give you full access so that you can see the responses and questions coming in live. You don't have to use a Microsoft form - you can decide what ways will work best for you and your staff to ask questions or share feedback beyond the workplace meeting.

- Send out the TUPE letter to staff
- Send full measures letter to unions. We will send a copy of this to you. It is the same as the measures letter shared before and it just goes into more detail in order to brief unions. We will have already highlighted with national union contacts that we will be re-starting the process.
- Set running any other method you have agreed to gather questions and feedback from members of staff.

Sending the 'measures' letters out is one of the main statutory elements of the TUPE process, along with the work place meeting.

Please liaise with Anita in finding dates for work place briefings, or over any other things that you need support with or clarification of.

Free Research School CPD – Supporting recovery with evidence informed choices

Please see the attached flyers, outlining free CPD events from the Research Schools' Network running in May and June. These are targeted at middle and senior leaders.

Secondary schools – are you recruiting for a Physics Teacher

Notre Dame recently recruited for a Physics teacher and had two very strong candidates. The candidate who did not get the post is happy for Notre Dame to share their details with any school who is recruiting at the moment. Please get in touch via Steve or with Dids Cleary at Notre Dame.

TA Vacancies at St Alban's St Alban's are recruiting TAs. If you know of anyone who may be interested, please let Steve know or get in touch directly with Lindsey.

Charitable Funding

Thanks to St Francis for sharing with us some new grant funded opportunities available.

The Jerusalem Trust provide small grants connected to the teaching of RE. They are Secondary focused, but do work with Primary schools too: <https://www.regrants.org.uk/>

The Albert Gubay Trust is working with the Diocese via Caritas. They are in negotiation for a possible grant of £60k to alleviate food poverty. In essence small grants can be made to families in distress (circa £100.00 last year), for food or in some cases food vouchers or parcels were preferred.

Hallam SVP is having a drive, at some point this year, on school uniform poverty. [About Us | St Vincent de Paul Society \(svp.org.uk\)](#) They may have funds available to help parents. We will keep you posted if we hear anything additional.