

Head Teachers' Bulletin – 20th Jan 2023

Events coming up this week (week beginning 23rd Jan)

Heads' Forum – 24th January 9.30-11.00 St Marie's

Future events

Hallam Diocese Primary RE Come and See Refreshers;

- Focus on Lent in Key Stage 2: Tuesday 7th February, 1pm-3.30pm
- Focus on Lent in Key Stage 1 and EYFS: Thursday 9th February, 1pm-3.30pm

Writing moderation – all meetings 2.30-4.00pm

- F2/Y1/Y2: Thursday 23rd February - Holy Trinity
- Y3/Y4: Thursday 2nd March – St Ann's
- Y5/Y6: Thursday 9th March – All Saints

Actions from this Bulletin

1. **RAAC form (applies to schools in St Clare only)**– Thanks to those who have already completed the online form sent by Anita. If you have not completed it, please do so as soon as possible
2. **Writing moderation** – Please respond to Anita's email about attendance at moderation events
3. **DSLs meeting** – Thu 2nd March 10am – let Anita know if someone from your school will attend
4. **Please see the notice from St Mary's (in the notices section)** – Respond to Alex by Fri 27th Jan

New Updates (since last bulletin)

Strike Action

I have attached with this bulletin some guidance documents on managing the strike kindly shared by Sean. Schools in St Clare have already received this with my email about the action.

As noted in the email, schools in the Trust need to let me know about what you are doing and can of course call to discuss at any time. I also intend to share examples of plans, letters, etc so that we can help one another out. I am of course happy to share with the wider family of schools where this is helpful.

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Land and Buildings Collection Tool

This message applies only to the schools who joined St Clare this September and were previously Single Academy Trusts.

Thank you to those of you who have let Anita know whether you have:

- Already asked the DfE to submit the LBCT for you
- Have not asked the DfE but would like them to submit it for you
- Plan to check, update and submit the form yourself

If no one from your school has responded to Anita, please do so ASAP.

Our next step will be to contact any school who would like the DfE to submit the form to confirm that there are no changes to the data entered last year (or if there are changes, to clarify what they are) and also to confirm that you did not hold any non-land leases on 31st August last year, or if you did, what they were.

As I noted last week, if you have had changes to ownership of land, significant building alterations or changes to use of land or buildings and/or if you have a number of non-land leases it is likely to be quicker and easier for you to update the form in school. We will of course be happy to coordinate support for that if you are unsure. This year, however, the changes have to be made and confirmed by each individual former single academy trust because you were the responsible body. Next year, we will be able to do it centrally.

RAAC form

Thank you to everyone who has already completed the [online form](#) that Anita sent to you. If you have not sent your response, please do so as soon as you can. If you are unsure of anything, don't hesitate to get in touch with Anita or with me. Note that this involves schools who are in St Clare CMAT only.

To clarify, the DfE are collecting this information to help them to plan for the management of RAAC in schools across the country. They just want to know at this stage which schools have had checks for RAAC (or have them planned), which schools know that they have RAAC and what plans are in place already for those schools. There is no expectation for anyone to conduct any check that you haven't already carried out. You do not need to do any further checking in order to complete the form – it is just building up a picture across the country of what has or has not been done at this time. We expect some further guidance on next steps from the DfE once the survey has been completed across the country.

Writing moderation

Please see above the confirmed dates and venues for the writing moderation that the writing leads are running, coordinated by Claire Round, Deputy at St Thomas More. My thanks to Claire, Anita and all colleagues who are working to bring this together.

You will already have had an email from Anita about this. Anita is coordinating responses and liaising with Claire on the organisation of the moderation. Please do respond to her to let her know who you will be sending to each event (if anyone) and/or if you have organised to run moderation with schools locally.

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As noted in the email, there is no expectation that you send staff to each (or indeed any) moderation event. This has been organised based on feedback from the writing leads subject network that they would welcome moderation and it is offered as a service to all schools in the family who would find this helpful. It will have the added benefit of helping to build relationships across the Trust and give us some insight into the development of writing, good practice and common challenges that we can support one another with in the future.

Also, as noted in the email, if you would struggle to enable staff to attend this 'central' moderation work and you and a group of schools in the family close to you agree, you can of course run some moderation between you more locally. Please do let Anita know if you are doing this. We will then make sure that you are included in the guidance for running the moderation and will arrange with you a way to collate feedback from your work with the feedback from the 'central' moderation events.

Meeting with DSLs to look at peer safeguarding audits

I would like to meet with as many DSLs from across the St Clare family as possible on Thurs 2nd March at 10am. The purpose of the meeting is to discuss how we can most helpfully develop the way we work together to support one another in safeguarding.

Schools in the Trust have to work together to establish and review a common policy and Trust directors have to have an oversight of the effectiveness of safeguarding in schools across the Trust. I would like to discuss the most helpful practical ways to manage that, hopefully doing things that will have added benefits for schools in the ways we support one another.

One specific thing I want to explore that would help with all of the areas above is the establishment of peer safeguarding reviews.

I do not need every DSL from every school to attend, though all are welcome as it will be helpful to hear feedback and ideas from as many schools as possible. Please let Anita know if someone from your school will be attending. I will arrange for opportunities for DSLs who can't attend to be able to share any thoughts they have ahead of the meeting and again, they will be able to comment on any ideas and proposals that emerge from the meeting.

Good news and other things you would like Directors to know about your school

We have our next Trust Board meeting on 7th February and Directors are always keen to hear good news from schools. They want to make sure that they are in touch with the things that happen in your schools that you are rightfully proud of, so that they have a more rich understanding of the different schools they serve.

If there is anything that you can quickly share (a really great community event, an achievement by an individual pupil or member of staff or for the school as a whole or anything else you are celebrating) I would be really grateful if you would take 5 mins to drop me an email so I can share it with Directors.

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While I am on this point, I also highlight that we also love to hear about these things to share via our Trust Twitter account so that the good news is celebrated more widely. It also helps to build that sense of connection between our family and make it real for more people.

Notices

St Mary's

St Mary's High Green will be seeking a teacher or HLTA to cover a maternity leave from March until the end of term for a member of staff who provides PPA cover in school. Before Alex goes out to agency, she would like to hear if anyone knows of someone worth approaching directly. For example, have you had someone you have been working with on a fixed term contract who is good and may now be available. If you know of anyone, please contact Alex Healy directly or if it is easier, drop me an email. Alex would like to know by 27th Jan before she pursues other routes.

Items for previous Bulletins for reference

Any CPD, learning walks, reviews going on that I could join

In order to help me to continue to deepen my understanding of your schools, I would welcome the opportunity to join things such as CPD sessions on key areas of development, or learning walks or other review activities. If you are doing work with outside partners or other schools that is also really helpful for me to see in practice.

As always, I don't want to add to your workload or that of other colleagues so I am interested in things that I can 'tag along to' in a way that won't complicate things, or even better, where I might be able to help out.

I would be grateful if you could take a moment to look through your school calendars for the term ahead and just flag up any such dates with Anita. Depending on how much comes back, I can't promise to get to everything so it would be helpful if you could highlight anything that you would appreciate me making a priority.