

Head Teachers' Bulletin – 27th Jan 2023

Events this week; week beginning 30th Jan

Strike Action Follow Up; Thus 2nd Feb 4pm (Teams) - TBC

Future events

Senior Leaders' Meeting; Wed 8th Feb 1-4pm St Marie's School Sheffield

Please note, this is a change of date. The meeting was originally planned for Wed 1st Feb

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. **Support recruitment for initial teacher training** – Please see the message from the SCITT below and the attached materials

Actions carried over from previous bulletins

2. **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
3. **Writing moderation** – Please respond to Anita's email about attendance at moderation events
4. **DSLs meeting** – Thu 2nd March 10am – let Anita know if someone from your school will attend

New Updates (since last bulletin)

Heads' Forum Notes

Thanks to John and colleagues at St Marie's for hosting and for sharing their Ofsted experience. I have attached brief summary notes of the main points of our discussion and the actions/next steps, along with the other materials we talked about in the meeting.

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Strike Action

Thanks to everyone who contributed to the discussion at the Heads' Forum. I have summarised the key points from that discussion in the attached notes.

As discussed, I will run a 'Teams' drop in on Thus 2nd Feb at 4pm. This is an opportunity to share how things went and any things we need to take into account for planning round future strike action. We will also make sure that all is clear with regard to recording attendance and sharing information correctly with payroll providers. On the subject of payroll, I have included guidance below from Kim who manages St Clare payroll. The strike register that she refers to is attached with this bulletin. Schools who use other payroll providers will receive similar guidance from their provider.

Please let me know ASAP if 2nd Feb at 4pm is a problem. Unless there are a lot of problems with the date and time, I will send out calendar invitations to everyone early next week.

Notes from Kim Bond re payroll for the strike day:

Schools will need to provide a full list of employees deemed to be on strike to the payroll department at their earliest opportunity following the strike day. I have attached a basic strike register and have no objection to schools providing their own. We need to ensure that we capture contractual hours for the strike day for part time teachers and any support staff.*

**Part time teachers in this instance relates to teachers who are due to work less than full day on the strike day and does not relate to part time teachers who would work a full day on the strike day.*

Teachers who would normally work a full day will have salary deducted at a 1/365 of their full-time equivalent salary including any contractual allowances. Teachers contracted to only part of the day will have the 1/365 pro rata to the hours contracted to work on the strike day.

Strike days do not count for reckonable service purposes within the Teachers' Pension Scheme. Each strike day will be recorded as a day excluded. Further information can be found at the link below:

[Industrial Action / Work events / Working Life / Teachers' Pensions \(teacherspensions.co.uk\)](#)

There is no provision for teachers to buy back the pension for the missing service.

Any support staff going on strike in support of their teaching colleagues will have the strike deducted based on their contractual hours for the strike day multiplied by their hourly rate.

Strike days do not count as pensionable service within the Local Government Pension Scheme (LGPS). Employees in the LGPS do have to option to buy back the missing service, however the employee will be responsible for the full cost.

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[Buying lost pension – Terms and Conditions :: LGPS \(lgpsmember.org\)](#)

Staff in their last year of service may wish to contact their pension provider to discuss any potential implications of the strike action.

It is anticipated that strike deductions will be made from February's pay for the 1st February, March's Pay for the 28th February & April's pay for the 15th & 16th March 2022.

There is some useful guidance on the LGA website, you will need to register for an account if you don't already have one. St Clare and Notre Dame e-mail addresses are already linked to the LGA account, anyone with these e-mail addresses can register with the LGA as part of our current subscription. I am happy to contact the LGA and have all of our other schools added if this is something you are happy to roll out to SBMs & Head Teachers. There won't be any additional cost.

[Effect of industrial action on statutory and contractual employment rights | Local Government Association](#)

Senior Leaders' Meeting

Please note that the next Senior Leaders' Meeting, which was due to take place on 1st Feb, has been changed to 8th Feb.

This meeting is open to all senior leaders. Those who have attended before are on the distribution list and will have received a direct invitation to the meeting along with an agenda. If you have a colleague in your school who you think would benefit from attending, please do make sure they know about the meeting. They can get onto the distribution list by dropping an email to Anita.

The Senior Leaders' Group was formerly known as the Deputy Headteachers' group. It is most importantly a support network for Deputies and Assistant Heads across our schools. Colleagues in the group between them coordinate the subject leaders' networks, which create connections for our subject leads, but also serve as a great way to pick up common issues across schools that we can work on together and the network then forms a great way to follow up on that work. The group also coordinates work with shared priorities discussed at the Heads' meetings, sometimes taking on leadership of work that we are doing across our schools. Finally, there is always some developmental input in the Senior Leaders' Meetings. We plan to run these sessions based on a version of the Aspiring Heads' Programme, updated to reflect the revised Head Teachers' standards.

While the group has been made up of primary deputies, senior leaders from our secondary schools are most welcome. There is the potential through this forum to increase coordination and communication across phases.

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SCITT and ITT recruitment

As discussed in the Head's Forum, recruitment for ITT trainees due to start training this September (ready to qualify for Sept 2024) is down by around 50% nationally. Where numbers in the SCITT held up this year against national, they are currently showing the same 50% drop for next year.

This will ultimately impact us when we try to recruit in a year's time. One practical step we can take is to do whatever we can to support recruitment to teacher training through whatever contacts or routes we have. I have included a message below from the SCITT and attached some related recruitment materials which I would be grateful if you can use and share.

You are probably aware that Notre Dame High School Sheffield, runs the Sheffield SCITT which every year trains a large number of primary and secondary school teachers. We do this because it is really important that young people have the best teachers in front of them, and we want to make sure that we have direct access to the best possible teachers. Take a look at the [Sheffield SCITT brochure](#) here.

If you know of anyone who you think would make a great teacher, and who may be considering this as a career, please let them know about our teacher training courses. We would love to have a conversation with them, and to be able to answer any questions they may have about training to become a teacher. Sheffield SCITT 'Get into Teaching' open events run regularly both virtually and in person at Notre Dame High School Sheffield (for secondary) and St Catherine's primary school (for primary. If you know someone who would like to find out more about teacher training then places on these events can be [booked here](#).

We are also able to offer a three week school experience opportunities this summer from 16th June – 6th July. If you know any undergraduate who are studying Science, Engineering, Maths, Computing or Modern Foreign Languages at university, we are likely to be able to pay them a government funded bursary of £900 to take part in this. Funded places will fill up fast, so contact us early if this might be of interest. Find out more [here](#) or, download the [Internship flyer](#).

If you are interested in either of these opportunities please contact admin@sheffieldscitt.org.uk or visit our website [Sheffield SCITT](#)

It would also be great if you could support us by following us on one of our various social media channels, this link will allow direct access to follow any one of our social media channels: [Sheffield SCITT social media](#)

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Notices

St Joseph's Rawmarsh

St Joseph's Rawmarsh are advertising for a new Business Manager to start as soon as possible. Christie would very much appreciate if you think you may be able to help in either of the following ways:

- Please can share the role with your community in case there is someone who may be interested
- Please let Christie know if you have recently recruited to a similar role and know of strong potential candidates to approach directly
- Please let Christie know if you have a colleague in school who may be able to provide some support in the interim, both because there may be a gap before a new Business Manager can start and because there may be a period when staff in the office lack experience.

Items for previous Bulletins for reference

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.

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.

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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 richer 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.

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.