

Head Teachers' Bulletin – 3rd Feb 2023

Events this week; week beginning 6th Feb

Senior Leaders' Meeting; Wed 8th Feb 1:30-3:30pm 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

Future events

SEND & Inclusion workshop for all Heads – Tue 21st Feb 9am-1pm at the Pastoral Centre

This is the workshop which we agreed as a next step in looking at how we want to work together to address our shared challenges with SEND and inclusion. It will be led by Nick Whittaker. It replaces the planned Heads' Forum which was scheduled for later in the term.

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. **Inform Steve about what happened on strike day;** This applies only to schools who are in St Clare's – thanks to colleagues who have already given me an update. I just need to know to what extent was school open, how many staff were on strike and any issues arising with staff or parents that you want to flag
2. **Support recruitment for initial teacher training** – Please see the message from the SCITT below and the attached materials . Let me know ASAP if you would like to run an open afternoon with SCITT students with a view to recruitment for September

Actions carried over from previous bulletins – thanks to everyone who has already responded

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

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New Updates (since last bulletin)

Flag up guidance on government alert system ([Emergency Alerts guidance](#)) and need to amend risk assessments/risk management plans

SEND and Inclusion Workshop

The SEND and Inclusion workshop for Heads will be taking place on Tuesday 21st Feb at the Pastoral Centre, from 9am to 1pm.

Nick Whittaker will be leading us through the morning. He will be starting with some scene setting and will then be working with us on the development of a theory of change, working out where we are, where we want to get to and what it will mean for us individually and collectively to get there.

I expect it to be a challenging and really worthwhile morning and look forward to seeing you all there. If you have to give apologies, please do let Anita know as soon as possible.

Writing Moderation

Thanks to everyone who has responded to Anita about attendance at the writing moderation events. There are still some schools we have not heard from, so please do get in touch even if it is to confirm that you won't be sending anyone, so that we have a definite picture of what we are planning for.

Claire will be sending out guidance about how the moderation will run via Anita on Monday (13th Feb) so please be on the look out for that.

Are you recruiting? Open afternoons for SCITT trainees

I just want to highlight the note from last week's bulletin (included at the end of this week's for reference) and the action above.

In particular, if you know you are likely to be recruiting teachers for September and would like to meet with potential candidates from the SCITT, you could consider running an open afternoon at your school. I have had a couple of responses on this already and will be sharing these with colleagues at the SCITT early next week, so if you think you would also be interested but haven't been in touch, please drop me an email ASAP.

While I am on this topic, I will again take the opportunity to ask you to support recruitment to ITT training for next year as outlined in the message from last week. I sent some materials that you can share with the last bulletin and can share them again if you get in touch.

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Strike Action

If you are in St Clare's CMAT already, please do make sure that you have dropped me a quick email to confirm what happened on the strike day. I just need to know to what extent school was open and how many staff were on strike. Please also do flag up any issues that have arisen with staff and/or parents. Thanks to all colleagues who have already shared this information.

Thanks to colleagues who were able to join me for the 'drop in' meeting on Thu 2nd Feb. For the benefit of those who couldn't make the meeting, the overall picture from schools who were there was that things rolled out as planned and that there have not been any significant issues created either with staff or parents.

Things played out differently in each school, with some schools fully open and no members of staff on strike through to others that were open only to a small number of vulnerable children, with all teachers on strike. Most typically, schools were able to run 'business as usual' for some classes or year groups in the case of secondary schools. The majority of staff shared what they were planning to do and did as they said, though again that picture varied between different staff members and across different schools.

My overall takeaway at this point is that the strike was well managed in every school in our family and as a result there has been little in the way of difficult issues to resolve from parents or staff. I would also say that there was nothing arising that would significantly change our approach to managing the next strikes. Having said that, if issues or questions arise, please do share them.

Finally, a reminder to share information with payroll providers as per their instructions. I have copied below the guidance shared last week from the St Clare Payroll team.

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 from previous Bulletins for reference

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Notes from Kim Bond re payroll for the strike day

The notes below are specific to schools using St Clare Payroll. Those using other payroll providers will have had specific instruction from those providers, though it will be similar to that given below.

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. 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.

[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's 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.

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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 SBM's & 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.

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.

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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](#)

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 Thu 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.

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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.