

## Head Teachers' Bulletin – 3<sup>rd</sup> November

### Dates for the diary

Heads' Conference – Thus & Fri 9<sup>th</sup> & 10<sup>th</sup> Nov

DSL's Network – Thus 16<sup>th</sup> Nov 4-5pm (Teams)

Writing Leads Mini-Conference – Thus 23<sup>rd</sup> Nov 9am-12pm @ Pastoral Centre

Senior Leaders' Network – Tue 28<sup>th</sup> Nov 1.30-3.30pm @ Pastoral Centre

### Actions from this Bulletin

**Advent** – If you are supporting the appeal for the Bethlehem Care and Hospice Trust, please email Steve with the name and email address of the key person who will be leading this in your school. This is just so that I can make contact to support and coordinate our response across the Trust.

**Wellbeing and Health and Safety Data** – Please see the request below to complete an MS form about Staff Wellbeing and Health and safety. **Deadline Fri 17<sup>th</sup> Nov**

### New Updates (since last bulletin)

#### Early Years' Mini Conference

My thanks to Emma and all colleagues who helped to plan and run the Early Years mini-conference at St Catherine's on Wednesday. Thanks to all the colleagues who attended and to you for enabling them to go.

I look forward to hearing outcomes of that discussion which I will of course share with you and which will help to inform future work across our schools.

#### Heads' Conference

I am looking forward to seeing many of you in York next week. Those of you who asked Anita to book train tickets will have received them this week. If you haven't, please get in touch with Anita.

I have re-attached a copy of the overview of the conference for convenience. This is just the information I sent out a couple of weeks ago, so if you've already got it, you can ignore the copy with this bulletin.

#### Advent

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As we race toward Advent, I just want to highlight again the appeal from Bethlehem Care and Hospice Trust. I have included at the end of this bulletin, previous information about this charity, along with two requests about sharing to help us to support one another in this work.

I would really like to be able to make contact with the appropriate key person who is leading on this in any school that is supporting fundraising for this charity in Advent. If that includes your school, please could you send to me the name and contact of the best person to touch base with on this. If you plan to support the charity, but haven't let me know yet, that is fine, you can let me know by sending the name and contact details of the relevant person.

### Wellbeing and Health & Safety Information

We are beginning work around systems that help us to track staff wellbeing and health and safety across the Trust. This is about:

- Gathering information so that Directors, governors and school leaders can see the impact of work around staff wellbeing and Health and Safety
- Sharing practice and sharing the work across the Trust so that we help each other to do the best possible job in looking after staff

To help with this work, we need to collate a quick overview of what is happening at the moment. I am therefore asking you (or someone in school) to complete this short [Microsoft form](#) by Friday 17<sup>th</sup> Nov.

Please note that if you have carried out any survey around staff wellbeing (or Health and Safety) in the last year, we are also asking you to send a copy of the results of that survey (e.g. a report that was produced or any summary data that you put together) to Anita Bray.

### School Data Collection

We are working with a company called MATPad to streamline and simplify the way we collect (and present) data from individual schools and at a Trust Level. We anticipate that we will be able to pre-populate a significant amount of the data that is needed for the Headteacher reports, as well as developing more useful ways of presenting and interrogating this data. John Coats will say a little more about this at the Headteacher Conference next week.

To maximise the chances of making some gains in time for the spring term Headteacher report, Steve Bunting will need to arrange a brief conversation (preferably by Weds 15<sup>th</sup> Nov) with whoever it is in your school who leads on your Management Information System. The conversation shouldn't take more than 15 minutes, and will allow us to provide MATPad with the information they need to pre-populate as much of the data as possible for you for the next reports.

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Could you please let Anita know who in your school Steve is best contacting in relation to this.

### Notices

#### ST MARIES CATHEDRAL TOURS

While at the Trust Mass, I met with one of the stewards from the Cathedral, who asked if I could highlight the opportunity for schools to book tours of the Cathedral with them. She shared the following information:

Primary schools Tours are usually on Wednesdays starting at 10am. Occasionally other days can be accommodated. Tours are interactive and lively with a short history of the church followed by an outline of the Catholic Faith in the beautiful decorations in the church..

Everything is age appropriate alright the best age for a tour is 10/11 year old. Tours are just over an hour.( Sometimes an organ demonstration can be arranged)

The Parish room is available for lunches and both can be booked at [office@stmariecathedral.org](mailto:office@stmariecathedral.org)

For Secondary School, tours can be arranged around specific themes, e.g. devotion Mary, the Sacraments, architecture and decorations, or for 16/18 year olds and adult tour can be arranged for Weds afternoons at 2pm.

A more exciting event might be a visit to the Bell Tower and an opportunity to have a go at ringing the bells ( this for seniors only)

We look forward to welcoming both teachers and students

For enquires and to book a Tour [office@stmariecathedral.org](mailto:office@stmariecathedral.org).

[eileen.maher@stmariecathedral.org](mailto:eileen.maher@stmariecathedral.org)

Best wishes

Eileen Maher

Cathedral Tour Guides Team

### Notes from Previous Bulletins

#### Help with governors – St Thomas More

This is a request for help for St Thomas More school, though I am mindful that this request may also be relevant to other schools in the family.

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St Thomas More have recently had both their chair and vice chair step down unexpectedly for separate reasons unrelated to the school. This has left the school short of experience in governance while needing to fill two key roles.

I am reaching out to ask if anyone across our family can help. For example, you may have experienced governors with your school who may be prepared for a short period to serve on more than one board. Alternatively you may have members of staff or other contacts within your school community with experience of governance who may be willing to serve.

### Advent Fund Raising and Festival of Cribs

Thank you to all the schools across our family who have confirmed that they intend to do some fundraising this Advent for the Bethlehem Care and Hospice Trust. People in our Diocese who are involved with the Trust are so grateful as fundraising is very challenging and your support means the world.

I have added below the link to their website, where there is a powerful explanation of their work, which may be helpful to you when talking to pupils or parents; [About - Bethlehem Care & Hospice Trust \(bethlehemcareandhospicetrust.org\)](http://bethlehemcareandhospicetrust.org)

**If you have not confirmed with me that you are able to support fundraising for this cause in your school this Advent, it is not too late to do so. Please drop me an email.**

I would really love to use this as an opportunity to help our pupils know that they are part of a bigger family and to see how their contribution goes along with others to make a big difference. To help with this, I have two things to ask:

- Please take and share with me photos (as always with permission) of fundraising activity and/or of the Festival of Cribs if you are taking part in this.
- Please let me know how much money you have raised over Advent

I will put the photos together to share on our Trust Website and will also share them back with you so that, for example, you can share with pupils in school a wider view of what is going on across all schools and how they are playing their part. I will also make sure that we can share a total raised across the Trust with all of you so that, again, we get that sense of the bigger family.

Finally, we are aware that there may be some sensitivity attached to fundraising connected to the Holy Land given all that is happening at the moment. I think it is important to reflect that the Care and Hospice Trust seek to give access to care to anyone who is nearing the end of life, regardless of creed, politics or any of the other things that divide people. Indeed, part of the motivation for the foundation of the Trust was to be able to provide practical love and care that is accessible because so often access to care is another of the things that is made more difficult by the conflict and divisions in the region.



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