

## Head Teachers' Bulletin – 15<sup>th</sup> December

### Dates for the diary

Key dates for next term:

- 8th Jan – School Improvement Capacity Self Categorisation forms sent
- 22nd Jan – School Improvement Capacity Self Categorisation deadline
- 30th Jan – Heads' Forum – SEND + School Improvement Capacity
- 7th Feb – Subject Leaders' Meetings
- 8th Feb – F2/Y1/Y2 writing moderation
- 22nd Feb – Y3/Y4 writing moderation
- 7th Mar – Y5/Y6 writing moderation

### Actions from previous Bulletin

- Complete your focus group meetings to follow up the SEND and Inclusion surveys **by Monday 12<sup>th</sup> Jan**

### New Updates (since last bulletin)

#### Advent Reflection

Here is the link to the week 3 Advent reflection, which I hope will help you to find time to pause and pray.

[Arts & Faith: Advent—Third Sunday Imaginative Prayer Exercise \(Cycle B\) - Ignatian Spirituality](#)

As with previous weeks, there is a 3minute video and then a short reflection and prayer, this week focusing on John the Baptist and his call to us today to watch for Christ.

#### Dyscalculia Work Group:

Thanks to everyone who responded so promptly to the call out about involvement in the proposed Dyscalculia work group. It is clear that we have the interest and the range of staff needed to make this viable, so I have shared proposed dates for this work to take place (copied below for convenience).

We will firm up details in the new year, but Pete Sides is already fleshing out the programme and looking to draw in support from elsewhere to help run this group.

There are a couple of schools who I have not had a response from yet. If that is your school and you would like one or more members of staff to be involved in the project, please let me know as soon as possible so I can add you to the plans.

Wednesday 31st Jan 1.30 – 4.00pm

Wednesday 20th Mar 1.30 – 4.00pm

Wednesday 22nd May 1.30 – 4.00pm

Wednesday 26th June 1.30 – 4.00pm

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### Formation & Mission December Newsletter

Please find attached with this bulletin the Formation and Mission December Newsletter shared by Kevan Grady. It contains a summary of formation activity across the Diocese and a number of articles from the Diocese and beyond. There is a significant focus on the synodal process. I also noted the article on the 2025 year of Jubilee which is something I am sure we will want to reflect in our individual schools and as a wider family across the Trust.

### Items from previous bulletins for reference

#### School Experiences and Internships

Our SCITT has asked us to help their ongoing recruitment by sharing the Twitter link below which invites people to arrange a school experience day at Notre Dame or St Catherine's before Christmas. It also has details about how to apply for the paid internships this summer for maths, physics, chemistry, MFL and computer science (£900 for 3 weeks experience in one of our partner schools this June/July)

<https://x.com/SheffieldSCITT/status/1722266622533284225?s=20>

#### Heads' Forum

I have noted below the main actions and information following from our additional Heads' Forum this week.

#### SEND Theory of Change:

Anita has been sending out the results from the surveys so that you can use them to identify focus groups for the next stage.

**We agreed that we would complete our focus group discussions by the end of the first week back in January (so by 12<sup>th</sup> Jan)** so that Fiona and Nick have time to look at the outcome of those discussions before our Heads' Forum.

#### Headteacher Report and MATPad:

Thank you for your input on these at the Heads forum this week. Further to our discussion please find attached the WAGOLL Headteacher report that we reviewed at the forum, and also a copy of the spreadsheet that you will need to complete with the non-MIS data for your school.

Having met again with MATPad, I can confirm the following timelines. Hopefully this will help with your planning.

During the week beginning 11th December Anita will circulate a link to your school's live version of the data capture spreadsheet that you can start populating when you are ready to do so (although remember that the data should capture the entirety of the autumn term). This link can be shared more widely. This

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means that you can delegate completion of parts of the spreadsheet to other members of your team. It is important that when Anita sends you this link that you don't try to do anything like rename the file/move or save it elsewhere, as this will prevent MATPad being able to read it.

Once you have populated the spreadsheet, please let Anita know. Anita will then alert MATPad. Unlike your MIS data which will be read 'live' by MATPad, please allow 48 hours for the information in the spreadsheet to be read across to MATPad. This can be done anytime from 20<sup>th</sup> December (any earlier and the data is unlikely to be capturing the entirety of the autumn term). Hopefully this time frame allays any concerns about time to complete different aspects.

We will ensure you have a link to the MATPad platform before you return to school on the 8<sup>th</sup> Jan in order that you can complete the commentary sections. There will also be a video recording available by the same date showing how to access the commentary sections within MATPad, also by the 8<sup>th</sup> January.

It is possible that MATPad will need to contact schools during w/b 11<sup>th</sup> Dec or w/b 18<sup>th</sup> Dec to ask you to update Wonde settings. This is apparently a 30 second job, but if you need any assistance with this, Steve Bunting is able to support.

Many thanks for your ongoing support with this.

### Link to new form to use when requesting recruitment:

As noted during the Forum, we have a new form to use to request approval for recruitment. This is to try to avoid back and forth email discussions by making sure we have the information needed. The form is available through the link below. Please use this for any requests from Monday 11<sup>th</sup> Dec.

As noted, this measure is in place for the moment, to help Adnan, Alison and I to get a picture of recruitment across the Trust and also to give us the opportunity to highlight opportunities to cover roles differently through our work together.

<https://forms.office.com/e/UZ6X2aD8tL>