

Head Teachers' Bulletin – 19th April

Dates for the diary

- 23rd April – Leadership Development Session 8.30-12.30 @ Pastoral Centre
- 25th April – DSLs network 4.00-5.00pm on Teams
- 1st May – EYFS workshop – Focus on Home Visits – 12-4
- 1st May – Senior Leaders' Meeting 1.30 – 3.00pm @ Pastoral Centre
- 7th May – Heads' Forum 8.30-12.30 @ Pastoral Centre
- 21st May – Governor Training Event 6.00-7.30pm @ Pastoral Centre
- 24th May – EYFS Workshop – Curriculum Overviews – 12-4
- 24th May – Deadline for Headteacher reports on Spring Term
- 7th June – EYFS Workshop – Assessment – 12-4
- 11th June - Writing Fundamentals KS1 9.15 – 12 @ St Catherine's
- 13th June - Admissions Meeting 9.30-11.30 @ Pastoral Centre
- 20th June – EYFS Workshop – Characteristics of effective learning – 12-4
- 5th July – EYFS Workshop – Lesson Observations – 12-3
- 11th July - Admissions Meeting 9.30-11.30 @ Pastoral Centre

Actions from Bulletin

Confirm with Anita who is attending the Leadership Development Session on 23rd April

Let Steve know about systems and procedures to coordinate attendance approaches for families with children across primary and secondary schools in our family

New Updates (since last bulletin)

Leadership development – Tue 23rd April

I am really delighted that so many of you have confirmed that you will be coming to Leadership development session with Jes next Tuesday, and that you are bringing other leaders from your schools. I never underestimate how many good reasons everyone has to stay in school and so I thank you for making this a priority.

Jes has shared his planning for the session and I think it will be a really good and impactful morning. He has also shared a link (below) to an article that it would be helpful if you could read before Tuesday. It is not homework – you will not be sent out if you haven't done it! However, I think it is a really helpful piece which will set the scene well and it took me 5 minutes to read it. Please do also share this with any colleague(s) that are coming with you.

<https://hbr.org/2021/12/connect-with-empathy-but-lead-with-compassion>

Governance training – 21st May

As noted in the last bulletin, if you are a school in the Trust, you and your chair will have received an invitation to the Governance training event on 21st May, along with an MS form with some questions to help us to plan.

Head Teachers' Bulletin – 19th April

The form should not take long to complete. One of the questions will be asking who is able to attend from your school. If you know that you are going to have any problems with that date (clashes with school events, etc), please do let Anita know ASAP so we can plan accordingly.

Apprenticeship Levy Form

You are likely aware that, as a Trust, we pay the apprenticeship levy and have access to the pot of money it generates to pay for apprenticeship programmes for new or existing members of staff.

Just to be clear, this money does not cover salaries of apprentices or of existing staff who are following funded programmes, but it can be used to cover the costs of the programmes themselves.

From time to time I and other colleagues get enquiries about training and professional development for individual members of staff that might be funded through the levy. To make sure that we capture and consider these requests in a joined up way, we have introduced a form for enquiring about training programmes to be funded this way.

The request form is available through [this link](#).

Please share this with colleagues in school, particularly those who line manage others, so that they have a way to raise requests for use of the levy where it may be relevant. Anita has already shared this directly with Business Managers.

Adnan, Alison and I will review this on a monthly basis. If the number of demands are well within the available funding and the training is eligible, we will look to support them. Where we are finding that there is more demand than there is money, we will allocate on a priority basis. In the first instance, this will prioritise development that is linked to statutory need (safeguarding, health and safety, other forms of compliance) or that which is recommended as part of agreed professional development for someone's job (e.g. professional qualifications which are essential or desirable for the role).

Writing Fundamentals

Following the meetings in March with heads, senior leaders and literacy leads from Trust schools, it was agreed that the next step would be to meet with KS1 colleagues to develop a shared approach to the fundamentals of writing in Y1 and Y2. This has been arranged for 11th June. More information about this session, and a link to book has been sent as an attachment with this bulletin.

Items from previous bulletin for reference

Good news

We are delighted to confirm that over the Easter period, Holy Trinity's transfer into St Clare Catholic Multi Academy Trust was confirmed. While Holy Trinity have always been part of the family, the in-between world we found ourselves in was difficult and it is great to be able to move forward now with confidence.

Head Teachers' Bulletin – 19th April

Headteacher Reports

A reminder that the deadline for completion of these is Friday 24th May. If you need any support/reminders or have any questions in relation to the process please let John know jcoats@notredame-high.co.uk

Update on 2025-26 term dates

Thank you for the responses regarding 2025-26 term dates. As a Trust, we are recommending the pattern already sent (and attached again for convenience). It is clear that the majority of schools intend to set dates in line with those recommended.

For schools in the Trust, the setting of term dates is delegated to Local Governors. We ask that you inform governors of the recommended pattern to inform their decision making. If governors are setting dates on a different pattern for reasons specific to their school, please do let us know, via Anita. We will assume that schools are setting these dates unless notified otherwise. This will allow us to include term dates as part of our Trust calendar.

Attendance procedures across families of schools

For schools in the Trust, attendance policies and procedures are delegated to schools. This is to allow schools to take account of the different Local Authority and Locality practices in their approach, as this is helpful in not undermining or being undermined by differences that families seeing differences in the way their school is operating compared to others that they know of locally.

While it is up to each individual school to set attendance policy and procedure, it is important in that to consider families who have children in both primary and secondary schools within the family. It is clearly important to coordinate approaches that we are taking with children and families in this instance. To help ensure this practice is in place and also to help share good practice, I am asking you to share any systems or procedures you have in place to coordinate approaches round attendance where they involve families with children across primary and secondary schools in our family. Please just drop me an email. We can then pick this up in a future Forum as needed.

New Dates for the Diary

We have a couple of new dates for the diary during the summer term.

First, we have added a **governor training evening on Tue 21st May, which will take place at the Pastoral Centre running from 6-7.30pm.**

We will be sending out more detail and invitations shortly, along with a brief Microsoft Form to complete to help us to tailor the event. Ideally, we would love it if the Head, Chair and one other governor could come from each school in the Trust. We are mindful, however, of the workload and commitments of all of those people so we can be flexible in how each school is represented. The training will look ahead to development of the governance schedule for next year, learning from everything we have done so far. We will look at guidance and templates for LAC meeting and also at governance work outside of meetings.

Later in the term, we will be running **meetings for staff responsible for admissions. These meetings will take place on Thus 13th June & Thus 11th July both 9.30-11.30 @ Pastoral Centre.** They will be for all schools in the Trust and open to associate members.

Head Teachers' Bulletin – 19th April

The majority of schools in our family are due to consult on their admissions policies next year whether or not they plan any changes. We will use these meetings to prepare for that consultation and also to take the opportunity to look together at our policies to see if there are any changes that it would be sensible for us to consider.