

Head Teachers' Bulletin – 17th May

Dates for the diary

- 21st May – Governor Training Event 6.00-7.30pm @ Pastoral Centre
- 22nd May – Dyscalculia work group 1.30 – 4pm @ Pastoral Centre
- 23rd May – Trauma Informed Transition Training 9-11 @ Pastoral Centre
- 24th May – EYFS Workshop – Curriculum Overviews – 12-4 @ St Catherine's
- 24th May – Deadline for Headteacher reports on Spring Term
- 4th June – Writing Fundamentals 9.15-12 @ St Catherine's
- 7th June – EYFS Workshop – Assessment – 12-4 @ St Catherine's
- 13th June - Admissions Meeting 9.30-11.30 @ Pastoral Centre
- 20th June – EYFS Workshop – Characteristics of effective learning – 12-4 @ St Catherine's
- 5th July – EYFS Workshop – Lesson Observations – 12-3 @ St Catherine's
- 11th July - Admissions Meeting 9.30-11.30 @ Pastoral Centre

Actions from Bulletin

- Please respond to Anita if you have a subject lead who could host a subject immersion day in either Art, DT, History or Science next year (see notes below)
- Please share with Anita any photos from your school that we could use in the School Improvement Strategy document. We would love photos with children and adults from your school – where we need to seek permission to use these we can do this.

New Updates (since last bulletin)

Governor Training Event – Tue 21st May 6.00-7.30pm

This event is for schools in the Trust and we have invited the chair, one other governor and the head from each school. Thank you for your responses to the MS Form gathering information for this event.

During the first part of the event, Lindsay, Liz, Anita and I will be sharing work we have been doing to update guidance for LAC meetings and the connected Trust Governance Schedule. This work has been done in response to feedback along with the development of the Heads' Report format. We have also included Sheffield Governance Service in planning so that they can align their service with the way we will work. There will be an opportunity for questions and the related template agendas, updated guidance and planning tool will be available on Governor Hub following the meeting.

The second half of the event will involve time for sharing of practice between schools, with the aim of agreeing priorities and next steps on other aspects of development work that we want to take to support the work of governors. I look forward to seeing everyone there.

HR service development

As noted at the Heads' Forum, we are currently recruiting HR Advisors to join our shared services team. We are also about to go live with the tender for the HR system. We are also involved in discussions with

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commercial HR providers to provide some additional shared capacity during the interim period while we bring our staff on board.

I will give updates through the bulletin about the development of the service and what you can expect when. In the meantime, if there are HR queries that you have, particularly if you have already come out of your HR service contract, please get in touch with Alison.

Subject Immersion Days

Thank you for your responses at the Heads' Forum about hosting subject immersion days next year. All subjects are covered, but as it stands, some schools would need to host more than one day. We would love to have as wide involvement in hosting as possible and so I am making a final call out before we confirm the host schools.

The list below shows the working draft, based on your responses and organising things so that schools are hosting no more than one day. As you can see, it currently leaves Art, DT, History and Science uncovered. As noted, we do have offers for these subjects, but this would lead to some schools 'doubling up'. If you are not on the list of hosts, but have a subject lead who you think could lead an immersion day in Art, DT, History or Science, please complete [this form](#) ASAP. We want to confirm the plan and get dates from host schools as soon as possible, so that we can share the programme with you all. You can then plan dates into your calendar where you want to send staff next year.

Maths	Holy Rood
Science	
PSHE	St Theresa's
MFL	Emmaus
Computing	St Wilfrid's
PE	St Marie's
History	
Geography	St Alban's
Music	St Mary's
Art	
DT	

You will note that RE, Phonics, Reading, Writing, Early Years and SEND do not appear on the list. This is because we are mindful that in all of these areas there is a great deal of other work going on both within and outside of the Trust. As a consequence, these were not the priority areas for immersion days that came from the subject leaders. The breadth of offers for support in these areas was really helpful, however and will be something we can draw on in our work across the Trust during the coming year.

Finally, please note that where you have a strong subject lead in a subject you are not hosting, there is nothing to stop them being involved in contributing to planning for the immersion day. This can be picked up during the planning stage.

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Capital Investment Proposal Form

[Here](#) is a link to the capital investment proposal form which was discussed at the last Head Teachers briefing.

This form can be used to advise of any capital investment projects you would like to be considered for funding during the financial planning cycle e.g. 2024/25, 25/26 and 26/27.

This form must only be used for projects which are not eligible to be funded via School Conditional Allocation (SCA) or Devolved Formula Capital (DFC) funding.

Please complete a separate proposal document for each project.

Headteacher Reports

A reminder as the deadline of 24th May approaches to get in touch if you need support with completing the Heads' report on MatPad. You can contact John Coats directly, or call Anita. We want to make sure we can support you as quickly as possible, and understanding how it is working for each individual helps us to give good feedback for improvement to the MatPad team.

Items from previous bulletin for reference

Trauma Informed Transition Training, led by Emma Lear

Thursday 23rd May 9 – 11am, Diocese of Hallam Pastoral Centre, S9 3WU

Transition can be a challenging time for our children, as they navigate some big emotions around what they are leaving behind and what lies ahead. As adults, we can find transition time difficult too! This session will look at how this time of year can be traumatic and why we need to approach it in a trauma informed way, and will share some ideas that might help you back in school. [Book places here.](#)

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 now been arranged for 4th June. [Book places here](#)

SEND Network Group

Fiona would like to set up a SEND network group for all of our SENCOs and other staff who are taking a lead SEND or Inclusion role; this could be assistant SENCOs, Lead Pastoral Staff or Learning Mentors. It will be a group for those who lead on SEND, and as a result of our work we may well start to plan training and events for other SEND staff. We will start by sharing the expertise and information that already exists in our schools. Please complete the form [here](#) with your staff details.

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Cracking your community's culture - a primary and secondary perspective

Fiona has shared the information below from Evelyn Priestley at Learn Sheffield. Trust schools (Sheffield and non-Sheffield) can attend this event for no charge.

At the Trauma Informed mini event on 1 March we said we would do a second mini event and we are now able to share the details with you - Cracking your community's culture - a primary and secondary perspective.

Part two explores how schools have engaged all staff and parents to develop a culture within their school community. The focus is on developing school culture through trauma informed practices.

This event is taking place on Friday 21 June, 9.00 – 11.30am at St Catherine's Primary School, S4 7BX and is free to attend for all Sheffield schools. It is aimed at practitioners and leaders so please share these details with your colleagues.

To book a place, please follow this link: <https://www.eventbrite.co.uk/e/cracking-your-communitys-culture-a-primary-and-secondary-perspective-tickets-888298764517>