

Head Teachers' Bulletin – 5th July

Dates for the diary

- 11th July - Admissions Meeting 9.30-11.30 @ Pastoral Centre
- 15th July – Senior Leader Network 1.30 @Pastoral Centre

Actions from Bulletin

- Complete the MS form to let us know about your initial plans for the [Trust Mass](#)
- Complete the Primary and Secondary assessment results forms

New Updates (since last bulletin)

Wellbeing 'benchmark' activity

Unfortunately, we were unable to schedule the wellbeing interviews before the end of the year. The partners we are working with have given us a week in September instead for the interviews. Anita will be in touch with the details.

Primary and Secondary Statutory Assessment results collection

So that we have as accurate a picture as possible of Primary and Secondary Statutory Assessment data, John has asked that you please complete the following short forms by the deadlines requested.

[Primary Statutory Assessment Results Collection](#) by the end of Tuesday 9th July

[KS5 Results Collection](#) by the end of Thursday 15th August

[GCSE Results Collection](#) by the end of Thursday 22nd August

We will endeavour to share a picture of the Trust outcomes with you shortly after these deadlines.

School Improvement Visit 1 for schools currently in the Trust

John and Fiona have reserved 5th September onwards for the first School Improvement visits. Thank you for responding to the request to indicate convenient dates. Anita will be in touch to confirm which date your visit will be.

Caretaker Capacity

One of St Wilfrids' job-share caretakers leaves at the end of term, which will leave them with no caretaker mid-week (the remaining caretaker does Monday and Friday). Do any of our schools have capacity to help from September? St Wilfrid's can be flexible about hours / duties. St Wilfrid's is at S7 2HE. Please let Delia know if you can offer help.

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Writing Fundamentals: Building a shared understanding of the fundamental aspects of writing

Jonathan is leading a Year 3 & 4 Development Session aimed at Y3 and Y4 teachers, literacy leads, and Key stage leads on Tuesday 1st October 2024: 9.15am – 12pm at St Catherine's Catholic Primary School.

Please let us know who will be attending from your school [here](#).

Following the meeting in June with KS1 colleagues and literacy leads, we have created a new Trust assessment framework for writing in Y1 and Y2. This will be implemented from September 2024 and used for moderation across the Trust. The next stage of the writing project is to work with Y3 and Y4 colleagues to share the work done in KS1 and refine the assessment frameworks in lower key stage two.

Please note – if you are a literacy lead and attended the KS1 session on the 4th of June, it is not vital that you attend as it will follow the same format. (If you do decide to come however, you'll be more than welcome!)

Writing Assessment Trackers

Jonathan has completed the writing assessment trackers for Y1 and Y2. These will be used across Trust schools from September (and in moderation meetings next academic year). The trackers can be [accessed here](#). Jonathan has also added a 'Guidance' document to sit alongside the trackers and has set up a Zoom session on the 9th September at 3.30pm – 4.30pm (link below) for anyone who would like a quick introduction on how to use the spreadsheets

Topic: Writing Assessment Tracker Zoom meeting

Time: Sep 9, 2024 03:30 PM London

Join Zoom Meeting

<https://us06web.zoom.us/j/85114882173?pwd=hQJKaisbFBcjYgxTPOjd7PPA1qbZYx.1>

Meeting ID: 851 1488 2173

Passcode: 657574

Items from previous bulletin for reference

Notice of date change on next year's calendar

Please note that the first Heads' Forum of next academic year is moving to Tue 24th September. This is a week earlier than the current published date.

The reason we are making the move is that Jes is available to join us again to do some follow up on the leadership development session we had last term.

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Trust Mass 2024 – Thus 17th Oct 10am @ St Marie's Cathedral

We are excited about plans for our forthcoming Trust Mass in October. In order to enhance the liturgy for children, we are planning to bring together some of the finest singers in our Trust! If you have a handful of budding and enthusiastic singers, who you think would enjoy being part of this choir, we want to hear from you. Ideally, every school in the Trust would take part.

What we need to know from you at this point, is:

Whether you expect children and staff from your school to be able to attend the mass

The name and email address of the best person to liaise with for mass arrangements

If you are able to contribute to the choir, how many children do you intend to include? We could accommodate up to 5 children from each school.

What support does your school require in order to participate in the choir?

Schools can either:

- Receive resources (copy of music and teaching videos) and prepare children in their school themselves. Also have the capacity and confidence to support other schools in the Trust
- Receive resources (copy of music and teaching videos) and prepare children themselves
- Receive resources and have a short CPD meeting (probably online) with Rebecca Reeves from St Mary's High Green.
- Rebecca Reeves (or another supporting teacher) undertakes 1x visit to school to teach the children/provide CPD/leave resources for the school to continue practicing on their own.

Please pass on the information requested above by the end of the day on 28th June via [this link](#).

Pay progression guidance

Thank you everyone who has already completed the MS form highlighting any issues with regard to the management of teacher pay progression in the Autumn. We will get general guidance out in relation to any common points raised and will get in touch with individual schools where there are specific cases that require an individual approach. If you haven't responded yet, please do so as soon as possible.

One common issue raised at the Heads' Forum on Tuesday was that of teachers on the upper pay spine in where the practice has been to consider progression every two years. I am checking on this, but as things stand our guidance is that the reasonable thing to do is follow current practice, so if someone on the upper pay spine moved onto their current point last year, they wouldn't be eligible for progression on current policy and therefore wouldn't progress automatically. However, someone who moved onto their current UPS point 2 years ago should move up to the next point by default.

The point of the change in teachers' pay and conditions is related to workload. It is about removing the burden of providing evidence to support progression by removing the requirement for pay to be reviewed on the basis of performance. We believe the approach above is the sensible application of this principle until we are able to put in place a fully revised pay policy in the light of expected guidance.

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So in short, the default will be automatic progression of one point for any teacher who is not at the top of the scale on their current pay spine (Main, Upper or Leadership) where they would under current established practice have been eligible for progression this year (which should be everybody apart from some staff on UPS).

As noted in last week's bulletin and in the Heads' Forum, this gives some greater freedom this year in the way we approach appraisal. Appraisal must still happen of course, and we want to take the opportunity of the break in the connection to pay to really make this a high-quality conversation drawing on the work we have been doing in conferences and forum. As noted, Jes will be joining us again on 24th September to work with us on this and that will feed into development of our fully revised appraisal policy.

St Clare Trust Formation and Professional Development Evaluation Form

It is important that we evaluate the impact of Trust Formation and Professional Development activity on participants, participants' schools and pupils.

For this reason, we want participants to discuss and then complete [this evaluation](#) together with their Headteacher.

A general 'theory of change' model requires participant learning to happen before organisational changes take place and/or participants are able to apply their new learning. Similarly, this in turn needs to happen before you can expect to see meaningful changes in pupil outcomes. The questions in this evaluation are designed to follow this theory of change model. As a result, you are likely to find it easier to complete the earlier stages of the evaluation. However, the questions further on are written to encourage high quality professional dialogue that help think about next steps in order to ensure that professional development activities end up impacting positively on pupils.

We have also included questions that help inform future Trust activity.

Funded EEF Trial of the Primary Science Quality Mark

Attached with this bulletin is information about a funded EEF trial for the Primary Science Quality Mark that Delia has shared. There is always a lottery with this kind of trial in that participating schools may get assigned to the 'control' group, but there is some financial compensation if you end up in the control group. Delia would be happy to speak to anyone about their experience of this. If you make a decision to apply for this, can you let John and Fiona know please.

KS2 Data Report and MATPad Registration

Primary schools currently subscribing to Learn Sheffield may have received a communication from Learn Sheffield about setting up logins for MATPad in order to access the new KS2 reports that Learn Sheffield are producing.

The good news from MATPad is that *'all existing logins will work with the KS2 service. The new report will automatically be added as a static report and dashboard'*. I.e. they are saying you should be able to access these with your existing MATPad login. Any problems with this, please just let Anita know and we will see if we can bottom it.

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Headteachers' Area on Website

We have added a password protected area under the 'News' section of the St Clare Website which will hopefully make the links to forms quicker to find. We will put links to all the forms from recent bulletins here, including the link to forms that are used regularly (e.g. the Authority to recruit form, Apprenticeship levy request, Capital Investment proposal). Anita will send the password separately.