

Head Teachers' Bulletin – 13th September

Upcoming Events

16 th -18 th Sept	Wellbeing Benchmarking Interviews and Focus Groups
17 th Sept	Diocesan Meeting for Heads & Chairs 6pm @ St Bernards
19 th Sept	Heads' Briefing (online) for schools currently in the Trust
24 th Sept	Heads' Forum – 8-12 @ Pastoral Centre
25 th Sept	Senior Leaders' Group – 1.30 @ Pastoral Centre
27 th Sept	Deadline for Head Teacher Reports
1st Oct	Writing Fundamentals @ St Catherine's
3 rd Oct	DSLs Network - 12.30-3.30 @ Pastoral Centre
16 th Oct	Maths Subject Immersion @ Holy Rood

Actions

Trust Mass MS Form – Please complete the relevant form (primary or secondary) by following the link below by Fri 13th September. It should take 5 mins to complete:

[Primary Schools Form](#) [Secondary Schools Form](#)

Heads' Conference – Thanks to everyone who has already completed the MS form re travel and catering. For those who haven't yet, [here is the link](#) for your convenience.

[Attendance MS Form](#)

New Updates (since last bulletin)

Wellbeing Benchmark Interviews and Focus Groups

The Wellbeing Benchmark Interviews and Focus Groups will be taking place across schools in the Trust next week. Thanks to everyone who has been liaising with Anita to make arrangements. We have passed this information to Health Shield, our partners who are carrying out the work.

As previously noted, these interviews and focus groups are being to help establish priorities for work across the Trust around the experience of working in our family of schools. This will involve identifying and sharing the great practice that we have and also identifying the areas where we can make the biggest difference in our work together.

Head Teachers' Bulletin – 13th September

Heads' Briefing

Thanks to colleagues who have already responded to Anita's email about the additional Heads' Briefing we have arranged for Thus 19th Sept (next week).

This briefing is to outline the next step with the process about review of staff structure for next year. I am sorry that this is an addition to the calendar. I had originally planned to cover this through the Heads' Forum, but I want to protect time in the Forum for our Leadership development work and thought it would be helpful to cover this earlier as a single item briefing.

A number of colleagues are yet to respond, so to make things as easy as possible we have added a really quick 2 question [MS form link](#). I would be grateful if you could respond by first thing Monday, so that I have time to arrange catch up sessions with those who cannot make the briefing.

Attendance

Please see in the actions above a link to a short MS form for schools in the Trust asking about Attendance procedures. The purpose is to check in with you on the changes to attendance legislation and guidance that came into effect in August and how it affects practice in school. Your responses will inform plans for support and activity across the Trust.

SEND & Inclusion Theory of Change – Overview paper

Please find attached with this bulletin an overview of the work to date on the SEND Theory of change. It includes a summary of the work done to date with themes, questions and potential next steps.

We are asking that Heads find some time to look at this paper with their SENDCO and consider the questions. We would welcome your priorities and any other thoughts [here](#) by Fri 27th September, to enable us to get moving with work. This is relevant to all schools in the Trust and those associate schools who want to work with us in this development.

Reference Requests

Now that we have our HR team in place, please arrange that all reference requests for our staff seeking employment elsewhere are sent to the HR email address hr@stclarecat.org.uk. Your HR Advisor will then contact the school if/where they need information to complete the reference.

In time, as the team become established and we have our HR system in place more of this will be able to be handled with minimal work needed in school. It will help to reduce work in school and will help to ensure consistency of approach across the Trust.

Head Teachers' Bulletin – 13th September

National Tutoring Programme Submission

Just a reminder that your National Tutoring Programme Submission is due to the ESFA by 26th September at 5pm. Please ensure that you have done this before the deadline. I've popped a link to the guidance below:

National Tutoring Programme (NTP) allocations for 2023 to 2024 academic year - GOV.UK (www.gov.uk)

Secondaries with a 6th form

The digital form to report your 16 to 19 tuition fund 2023 to 2024 spend will be available for completion between mid-September and mid-October. To complete the form you will need:

- a DfE Sign-in account
- your UK Provider Reference Number (UKPRN), which can be found by searching the UK Register of Learning Providers (UKRLP)
- your full year spend for the 2023 to 2024 academic year

Check your DfE Sign-in access now, as this will be required to complete the form. If you do not have a DfE Sign-in account, select 'create a DfE Sign-in account' on the DfE Sign-in page.

Failure to submit a return will result in the 100% recovery of your tuition fund allocation, as they will assume that you did not spend it.

Items from previous bulletin for reference

Trust Mass

Please note the action to complete the MS form (link in the actions section above) to confirm details of children and staff who will be attending the mass and to get the right contact email for the person coordinating this in school. We have a planning meeting this week, after which we will be able to send out updated planning information.

Heads' Forum – 24th September

We have our first Heads' Forum of the year on 24th Sept. Jes will be joining us again and will lead the main part of the Forum. We will be revisiting the work we did together on powerful conversations and will be looking ahead to how we can use this to support our appraisal meetings with teachers this half term. In particular, Jes will build on what we did last time and look at goal setting.

Head Teachers' Bulletin – 13th September

As this is a follow up to the leadership development we did last term, you would be very welcome to invite the other senior leaders who joined you for that session. I understand that it may not be possible to release everyone from school, but where it is possible, those other colleagues would be more than welcome.

Heads' Conference

The Heads' Conference will be here before we know it. On the first day this year we will be taking some time with Sr Judith looking at the distinctive nature of our schools. We will then be looking at our leadership programme. On the second day we will be concentrating on SEND and Inclusion and will be supported in this by Nick Whittaker.

We have sent out the MS form to gather from you information to help organise travel and catering.

Occupational Health Services Trust Contract

Following the expiry of external HR provider contracts and the integrated Occupational health provision within these, a Trust wide occupational health (OH) contract has been set up for all schools (except Holy Trinity who receive this service via Barnsley LEA).

The OH provider is COPE Occupational Health Services. For those schools who had contracts with COPE, these have been transferred to the new Trust one. There is no need to serve notice on the school's COPE former contract. The Trust contract has generated a saving per school on the retainer cost of this service. Each school will pay a retainer of £10.00 per month going forward.

Next week School Business Managers will receive an email from COPE inviting them to set up log in details to the COPE portal for accessing its services. The new HR Advisors can support schools with this. At the next School Business Manager meeting the responsibilities for accessing OH services will be discussed.

HR provision

We are pleased to share that the two new HR Advisors have joined us, Steven Morris and Tom Gilroy join Alison to provide HR advisory support to all schools. Steven and Tom are contacting schools to arrange initial visits to each school to commence this support. Attached to this briefing you can find your school's HR point of contact information. At next week's School Business Manager meeting the support that the HR team will be providing schools will be shared.

Head Teachers' Bulletin – 13th September

Head Teacher Reports

A reminder that the deadline for submission of headteacher reports is Friday 27th September.

If you need a reminder on any of the processes after the summer break, please just let John know. Similarly, if you have new colleagues in post who you will be asking to complete any part of the report (either on the data spreadsheet or on MATPad) please can you drop their details to Anita so that they can get a login.

Primary heads – a couple of questions have come in that some of you may also have.

1. The data spreadsheet as its set up will involve a small amount of duplication – the Y6 SATs results need to be entered in the 'national assessment' table, and also in the 'internal data' table.
2. The KS1 data in the 'national assessment' table should be entered if your pupils undertook KS1 assessments in conditions that broadly replicated those that would have been in place when KS1 assessments were mandatory. If your pupils didn't take the KS1 assessments, or you conducted the KS1 assessments in conditions that didn't broadly replicate the old formal KS1 assessment conditions, then please leave this section blank.

John & Fiona Visits

Everyone has a date booked in for the opening School Improvement Visit of the year. I have attached for your reference a copy of the form that John and Fiona will use to guide the visit. The visit dates are noted below for your reference.

All Saints	Thursday 5 th September	Morning
Emmaus	Thursday 5 th September	Afternoon
St Wilfrid's	Friday 6 th September	Morning
St Thomas of Canterbury	Friday 6 th September	Morning
St Catherine's	Friday 6 th September	Afternoon
Notre Dame	Monday 9 th September	Morning
Sacred Heart	Monday 9 th September	Afternoon
St Marie's	Tuesday 10 th September	Morning
St Mary's	Tuesday 10 th September	Afternoon
St John Fisher	Tuesday 10 th September	Afternoon
Holy Trinity	Wednesday 11 th September	Morning
St Albans	Wednesday 11 th September	Afternoon
St Ann's	Thursday 12 th September	Afternoon

Heads' Appraisals

Thanks to colleagues who have already responded to the request for dates for Heads Appraisals this term. It is really helpful to get an early response to help diary planning.

Head Teachers' Bulletin – 13th September

A reminder of the things you need to do:

- Arrange a proposed date for the meeting with your governor's appraisal panel
- Complete the [MS Form](#) to share the proposed date for your governors' panel and, if you're not working with an external advisor, your preferred date for meeting with me
- Please share a copy of your objectives for 2023-24 with me if you haven't already done so

Admissions

Thanks to schools who have sent copies of the Draft Admissions Policies that you plan to consult on over this Autumn term. Please do send me your copy as soon as possible if you haven't already done so.

Blue Light Card

In case you missed this over the summer, the 'Blue Light Card' discount scheme has been extended to teachers. I have included a link below which you can share with staff. It takes them to information about the scheme and how you can apply.

[Blue Light Card Teachers Discounts](#)