

Head Teachers' Bulletin – 6th September

Upcoming Events

11 th Sept	Heads & Chairs' Briefing – 6-8pm (Pastoral Centre or Join Online)
12 th Sept	DSLs network – 12.30-3.30 @ Pastoral Centre
16 th -18 th Sept	Wellbeing Benchmarking Interviews and Focus Groups
17 th Sept	Diocesan Meeting for Heads & Chairs 6pm @ St Bernards
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](#)

School Improvement Visits – if you haven't already done so, please let Anita know what time you would like your visit to start (9 or 9.30 for morning visits, 1 or 1.30 for afternoon visits)

New Updates (since last bulletin)

I hope that you have had a positive start to the term. Thanks to Sean Pender who shared with me a great reflection from the Salesians on the importance of education. I have shared it with this bulletin and I encourage you to find a few minutes to read it and feel free to share it on.

Heads' & Chairs Briefing – Wed 11th Sept

Thank you for responses to confirm who will be attending in person at the Pastoral Centre and who will be joining on line. Please do let Anita know if you haven't done so already. The briefing will give an overview of where we are as a Trust at the start of the year and the key priorities for the year ahead. The briefing will

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cover things directly relevant to schools who are in the Trust, though as always, if there are Heads and Chairs from our associate schools who would like to attend you would be very welcome.

DSLs Network Meeting

We have our first 'in person' network meeting on Thurs 12th Sept, when we will be looking at codes of conduct and will also at areas for development in induction and training.

All DSLs on our distribution list have been sent an agenda for the meeting. Anita has also asked for confirmation about who will be coming for lunch. This is to give time for people 'off agenda' to catch up, network and pick up any practical ways we can support one another.

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.

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.

Shared Services Contact Information

Please find attached with this bulletin updated contact information for people who work across the Trust. It is a summary of all the people with trust wide roles with their contact information and it includes details of the member of finance team and HR advisor that is linked to each school. We will also share this with Business Managers. Please feel free to share it with anyone else in school for whom this would be useful.

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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.

Winckworth Sherwood Advice

Schools currently in the Trust have access to the Winckworth Sherwood 'quick-call' type contract we have again this year. The details are attached with this bulletin.

Items from previous bulletin for reference

Attendance

I will be sending out next week a short MS form to schools in the Trust check in with you on the changes to attendance legislation and guidance and how it affects practice in school. Your responses will inform any support and activity across the Trust.

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

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programme. On the second day we will be concentrating on SEND and Inclusion and will be supported in this by Nick Whittaker.

We will shortly be sending out practical information for the conference and gathering from you information to help organise travel and catering.

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

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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.

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

Wellbeing Benchmark Interviews and Focus Groups

We have the Wellbeing Benchmark Interviews and Focus Groups taking place across schools in the Trust from 16th – 18th Sept. As previously noted, these interviews and focus groups are being conducted by a partner we are working with 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.

Anita has already been in touch before the summer to help plan the logistics. I have attached for reference a copy of the schedule for the interviews and focus groups in each school.

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](#)

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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=hQJKajsbfBcjYgxTPOjd7PPA1qbZYx.1>

Meeting ID: 851 1488 2173

Passcode: 657574