

Head Teachers' Bulletin – 13th December

Upcoming Events

- 8th Jan HR Service briefing and feedback 10am @ Pastoral Centre
- 14th Jan Writing Fundamentals Y5/6 9.15am @ St Catherine's
- 21st Jan Senior Leaders' Development day @Pastoral Centre
- 28th Jan Heads' Forum 8am-12pm @ Pastoral Centre
- 28th Jan Governors Monitoring Catholic Life and Religious Education 6.30pm
- 31st Jan Science Subject Immersion @ St John Fisher

Actions from this bulletin

- Headteachers of Notre Dame feeder schools to send out the letter to parents, encouraging them to respond to the bus consultation.
- Encourage governors to attend the training on monitoring Catholic Life, RE and Collective Worship – Tue 28th Jan 6.30 at the Pastoral Centre
- Moderation Events – Please let us know who is coming via the MS form at the link below. Thanks to all who have already responded. Link; <https://forms.office.com/e/JxJ6sEVdia>

New Updates (since last bulletin)

Advent Prayer

Lord Jesus, send your Spirit upon us afresh that we may truly be Advent people. Give us the grace to be watchful and vigilant, our heads held high as we give glory to your name. You are Wonderful Counsellor, Prince of Peace! May we be ready to welcome your bright presence. May we be signs in our own lives and neighbourhoods of the triumph of love. Touch our hearts that in union with you we may be able to offer a kindly word and a welcoming smile to everyone we meet. Teach us that Advent is a season for listening, an opportunity for change, a graced time for growing in love. Help us return to you with all our hearts. Now and forever.

Monitoring the Catholic Life, RE and Collective Worship as a Governor

You will have seen in the Diocesan RE Newsletter (attached with this bulletin for convenience) that there will be a training session for governors on a new toolkit to help monitoring of Catholic Life, RE and Collective Worship. The session will be at the Pastoral Centre, 6.30-7.30pm on Tue 28th January.

This toolkit has been developed by a group of chairs from our local academy committees, working with Alan Dewhurst. The toolkit materials have been shared with chairs via governor hub, but this training session is

Head Teachers' Bulletin – 13th December

designed to help governors make good use of them. Please encourage governors to attend the session, especially if you have a governor (or more than one) with a particular link to RE and Catholic Life.

We will promote the session via our Chairs' network as well, but we want to make sure that we don't miss anyone who would be helped by the session, so your support is much appreciated. We can facilitate remote joining for at least part of the session if there are governors who would like to attend, but can't get there in person, though in person is ideal as it gives better opportunity for networking and discussion.

I also highlight the other Diocesan events featured in the newsletter, to make sure that opportunities are not missed:

- Monday 27 January: Catholic formation day for Early Career Teachers. 9.30am-3.30pm
- Tuesday 4 February: RE Coordinators' Day. 9.30am-3.30pm
- Wednesday 26 March: Prayer and Liturgy Conference. 9.30am-3.30pm: New York Stadium, Rotherham.

I particularly urge you to book onto and promote the Prayer and Liturgy Conference on 26 March.

South Yorkshire Bus Consultation (shared on behalf of Notre Dame)

As you may be aware there is a public consultation open until the 15th January about a bus franchising proposal. The proposal would give the Mayor authority to set bus routes and timetables, control fares etc. in order to improve bus services.

Many families rely on public transport to enable their children to access a Catholic education. The Trust and Notre Dame are therefore responding in support of the proposal, and are encouraging our parents and students to do the same. The more people who make a case for improved school bus services, the better. With this in mind, we would be grateful if Headteachers of Notre Dame feeder schools could send out the attached letter to parents, encouraging them to respond to the consultation.

Congratulations

to Holy Rood who have been selected to host the national Maths Hub open classroom event for the 10th cohort of Teaching for Mastery Specialists. Well done to everyone involved.

MATPad

A reminder that the date for the submission of your **Spring Term Headteacher Report to the LAC Reporting on Autumn Term 2024** is **Friday 31st January**.

Following on from last week's message, please find attached with this bulletin "MATPad Information for Headteachers Spring 2025" which contains a summary of the changes and developments along with step by step instructions of what you need to do when completing your new report.

Head Teachers' Bulletin – 13th December

There is one more drop in session (date and link below) where John will run through this with you. If for any reason you are **not** able to attend this session and haven't been able to attend those previously arranged please let Anita know so that I can arrange an alternative time to go through this with you.

Tues 17th Dec 9.30am

[Join the meeting now](#)

Meeting ID: 399 289 995 396

Passcode: ze6rA7x9

Items from previous bulletin for reference

Writing Moderation

Coming up next term, we will have our writing moderation days. These are scheduled as follows:

F2/Y1/Y2 - Thus 13th February

Y3/Y4 – Thus 27th February

Y5/Y6 – Thus 13th March

This year we will host all the moderation days at the Pastoral Centre. All events will run from 2.30 – 4.00pm. Jonathan Lear will be running the first two days and this will be part of the writing fundamentals development. Claire Round will run the Y5/Y6 event.

Please make sure that these dates are in your school diary. Please also complete the quick form at the link below to indicate who you expect to send to moderation this year. This will help us to plan logistics.

<https://forms.office.com/e/JxJ6sEVdia>

Subject Immersion Days

We have our Science and MFL subject immersion days coming up next half term, Science on Fri 31st Jan and MFL on Tuesday 4th February.

We will be making contact shortly with all schools who are hosting immersion days for the rest of the academic year to book in planning meetings to prepare for those days. Please look out for contact and thank you in advance for working with colleagues to make these days a real success.

Business Managers Briefing – Summary

Here is a brief summary of the topics that were covered at the School Business Manager Fortnightly Briefing on Wednesday 4th December.

A refresh of the process for Prepayments on IRIS was given, with a supporting guidance document. There is a considerable amount on the Aged Debtors report and the Shared Services finance team will work with Business Managers to reduce this. Business Managers were reminded of the process for Invoice Matcher

Head Teachers' Bulletin – 13th December

and that it is checked regularly. A reminder that MultiPay Card reconciliations are due, and a reminder to send the data requested by Kim Bond for the new Payroll System

Cyber Security Training

We identified the need for cyber security training as part of our progression towards a secure IT infrastructure/network. Subsequently, we sourced relevant training and released this to key individuals within schools (SBMs) for onward distribute to all staff.

A recent report shows that there are a considerable number of staff who have not completed this training. School Business Managers have been asked follow this up in their schools.

HR Service Update and Discussion – Wed 8th Jan 10am (TBC)

With our HR Advisors approaching the end of their first term in post and with configuration and development of our HR system underway, Alison and her team would like to meet with Heads and Business Managers to provide an overview on how the HR service is expected to develop once the system is fully implemented. This meeting will also provide an opportunity for Alison, Steven and Tom to understand hopes and concerns around the development of the HR service and how it connects to your day-to-day work in school.

The date and time is to be confirmed, but for now, please put a save the date in your diary for Wednesday 8th Jan. The meeting will start at 10am and will be at the Pastoral Centre. This will be most immediately relevant to schools in the Trust, but all members of the St Clare family are welcome.

Senior Leaders' Development Day

The January Senior Leader Session on Tuesday 21st (not Wednesday 22nd as previously noted) will be a full day. Jonathan Lear will lead a session on Curriculum and Immersion days in the morning, then Nick Whittaker is leading the afternoon session 'Exploring a Balanced System and a robust Graduated Response.' The SEND network group have been invited to join Nicks session at 1.30pm.

Heads' Forum – Tue 28th January

This Heads' Forum is currently noted in the Trust Calendar as being focused on School Improvement Capacity Self-Evaluation. John, Fiona and I have decided that it would be helpful to change the focus of this meeting to give us more time to update you more broadly on work across the Trust and to get your feedback in order to inform future priorities and development. The date and time will be as already planned in your calendar, this is just advance notice that there will be a change of focus for the meeting.

Aspiring Leaders Programme

Head Teachers' Bulletin – 13th December

The St Clare CMAT Aspiring Leaders programme is designed to help senior leaders prepare for Catholic headship by focusing on both leadership skills and mission-driven values. Over six sessions led by experts, participants will engage in reflective learning, address real-world challenges, and complete a school improvement project aligned with Trust priorities. Mentoring and support for headship applications are also provided.

A flyer with more details was sent with the bulletin—please share it with Catholic teachers who may be interested.

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

Tuesday 14th January 2025: 9.15am – 12pm @ St Catherine's Catholic Primary School
Year 5 & 6 Development Session: Y5 and Y6 teachers, literacy leads, Key stage leads

Following the sessions with KS1 colleagues last academic year, and Y3/4 colleagues in October, we have created a new Trust assessment framework for writing. The Y1 and Y2 assessment framework has been in place since September 2024 and will be used for moderation across the Trust in this academic year. The Y3/4 framework is now with schools and will be used from September 2025 (with some schools choosing to adopt sooner). The next stage of the writing project is to work with Y5 and Y6 colleagues to share the work done so far and to refine the assessment framework for Y5.

Please note – if you are a literacy lead and attended the KS1 or Y3/Y4 sessions, it is not vital that you attend as it will follow the same format. (If you do want to be involved however, you'll be more than welcome!)

[Please book places here.](#)