

## Head Teachers' Bulletin – 21<sup>st</sup> March

### Upcoming Events

- 24<sup>th</sup> Mar Heads' briefing online @ 10.15
- 24<sup>th</sup> Mar TA SEND training part two 1pm @ St Catherine's
- 14<sup>th</sup> Apr Heads' briefing online @ 10.15
- 24<sup>th</sup> Apr DSL network online @4pm
- 28<sup>th</sup> April SEND Network Meeting

### Actions from this bulletin

#### Dates in the diary for the next steps on Writing Fundamentals and Quality First Teaching;

- 6<sup>th</sup> May for Heads (Part of the Heads' Forum, which should already be in your diary)
- 20<sup>th</sup> and 27<sup>th</sup> June for SENCOs, Teaching and Learning Leads – See notes below

#### Actions from previous bulletin

Let us know who will attend the TA training at St Catherine's on 24<sup>th</sup> March.

### New Updates (since last bulletin)

#### Writing Fundamentals and Quality First Teaching – Next Steps

Tue 6<sup>th</sup> May (As part of Heads' Forum) - A session for Heads:

- Sharing lessons learned from the Writing Fundamentals work, outlining the next steps and the role that Heads' play.
- Sharing the work of the SEND Network and Quality First Teaching Group – outlining what we have heard about the challenges faced in the classroom and the next steps to how we plan to address this

20<sup>th</sup> and 27<sup>th</sup> June a.m. Half-day sessions for Leaders with responsibility for T&L, curriculum, SENCOs – basically anyone who is in a position of influence in our schools:

- Session 1 will include the information shared with Heads and would move onto exploring Teacher Clarity.
- Session 2 will explore modelling and the "example of the board". This input will then be followed up by short, recorded training videos that schools can use.
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### SEND Network meeting

The SEND network meeting is at 2pm on Monday 28<sup>th</sup> April at the Pastoral Centre. The agenda will be:

Review Action Plan

Feedback from QFT group

Setting a Trust Vision for SEND

Members of the network are reminded to send us their school's vision for SEND

### Centrally Procured Compliance Services

There is a material variation in quality and detail of compliance services procured by schools within the Trust. We have recently completed a number of tenders for specific compliance services as follows:

- Hollinsend Fire Safety  
Fire Risk Assessments, Fire Extinguisher Services and Fire Door Servicing
- Black Sheep Compliance  
Legionella Compliance and Services

The costs for risk assessments and servicing associated with the above areas will be borne centrally and then form part of the annual recharge. We will continue to look for opportunities to consolidate common procurement activities and provide further updates when available.

### Consolidated Pay Date – Employee Salary Advance Request

As you will be aware we are introducing a consolidated pay date for all schools within the Trust, details of the process, FAQ's and an Employee Salary Advance support package have been developed and shared to support colleagues with this transition, our first consolidated pay date will be the 30<sup>th</sup> May. To date we have received a total of 16 requests for financial support via the Employee Salary Advance programme, we have adopted a non-contentious approach to our decision making and all applicants have now been provided with an offer. Requests for financial support via the Employee Salary Advance programme will be accepted up until the 30<sup>th</sup> April, an updated FAQ's and details of the deadline will be distributed to colleagues next week.

### Curriculum Procurement – Year End Deadline

In line with last year's approach, we will be introducing a deadline for all curriculum related procurement activity, further details will be shared with School Business Managers in due course.

### Headteachers Report on the Spring term

The deadline for completion of the Headteacher's report and the end of spring term update to the School Improvement Priority documentation on MATPad is Friday 16<sup>th</sup> May.

The MATPad form section for completion of these will be live from Tuesday 22<sup>nd</sup> April.

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Recent School Improvement visits have been really helpful in informing further adaptations to the format of the headteacher report. As a result there are a small number of minor changes in order to provide greater clarity over what is being asked for, and also to improve the quality of information being provided to LACs. John will go through these changes at the headteacher briefing on Monday. There is also a document attached to the bulletin that outlines these, and that also contains the instructions that were sent out earlier in the year that you might find it useful to refer to.

Several of you have said it would be useful to have another opportunity to see other headteacher reports. Anita will share a link to a shared folder with these at the start of next term – just a reminder to let Anita know if you would prefer your report not to be shared for any reason.

### Items from previous bulletin for reference

#### Training for primary and secondary TAs.

Monday 24<sup>th</sup> March, St Catherine's Primary School

- Building relationships with pupils
- Behaviour and de-escalation
- Introduction to autism and ADHD
- Timings:
  - 1:00 welcome/registration
  - 1:15 start
  - 2:45 break (15 mins)
  - 4:30 finish

This is the second part of the Fusion 'SEND and the Role of the TA training' (the first part was on 24<sup>th</sup> Feb, the shared inset day) but you do not need to have attended the first part to attend this session.

Please let Anita know here who will be attending from your school, (or if nobody will attend)

#### Inset day

A reminder that it was agreed by Heads to always have the first Monday after February half-term as a Trust-wide inset day so a whole-trust programme can be planned for that day.

#### Term dates 2026-27

Please let Steve know as soon as possible if you plan to set term dates in line with the proposal (attached for your convenience). If there is any difference that you expect to be appropriate for your school community, please highlight this.

#### P.E Subject Immersion day

Wednesday 19<sup>th</sup> March St Marie's (S10 3DQ) 9.30 to 2.30

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An outline of the day is attached. The staff car park is very small so please park on the surrounding roads or at the Florentine on Fulwood Road.

Teas/coffees/biscuits will be available throughout the day, but attendees will need to bring their own packed lunch.

Please let us know who will be attending from your school here

### Letters for Parents to send to the Home Office

We have been advised by the Trust Solicitors, Winckworth Sherwood, that schools should not write letters for parents to use as evidence of a right to remain in the country. The solicitors say that unless contacted directly by the Home Office, this is not something we should become involved in.

### Read Write Inc Training

St Alban's has a member of staff who needs RWI refresher training, and Our Lady and St Joseph's school needs 2 places on RWI training. If you have training booked in before summer and have space, please let Anita know.

### Safer Recruitment

Louise has been in touch to say that they are running Safer Recruitment training at Our Lady and St Joseph's Wath (S63 7HG on) on Monday 24<sup>th</sup> March. There may be up to 6 places available at a cost of £125 per delegate. Please let Anita know if you would like places/ a place.

### Save the Date (Heads) – Thursday 10<sup>th</sup> July

We have another opportunity to work with Jes on Thursday 10<sup>th</sup> July, building on work from previous sessions he has led with us. We need to confirm details, but for now ask you to save the date. We would plan for a session in the morning as we have done before.

note that we expect you may need to tweak the spreadsheet slightly as not all schools' categories are exactly the same.