

Head Teachers' Bulletin 19th September– 2025

Upcoming Events

- 15th – 26th Sept – School Improvement Visits
- 23rd Sept – Heads' Forum
- 24th Sept – Senior Leader network 3.30 online
- 26th Sept – Trust Choir Workshop 10-2 @St Marie's Cathedral
- 29th Sept – Aspiring Leaders
- 30th Sept – Reading Network 2pm @ Pastoral Centre
- 1st Oct – Curriculum Working Group 9.15-12 @ Pastoral Centre
- 2nd Oct – Heads and Deputies session with Jes 8-12 @St Catherine's
- 8th Oct – Geography Subject Immersion @ St Alban's
- 15th Oct - Curriculum Working Group 9.15-12 @ St Catherine's
- 17th Oct – Trust Mass 10am @ St Marie's Cathedral
- 22nd Oct – SEND Network 1.30 @Learn Sheffield
- 24th Oct – PHSE Subject Immersion

Actions from this bulletin

- Let us know here who from your school to add to the mailing list for Writing Network
- Book staff on to the Geography Subject Immersion morning [here](#)

Actions from previous bulletin

- Book on to the Curriculum Characteristics of Excellence sessions [here](#)
- Book places on the SEND training (links on attached form)
- Complete the Trust Mass Microsoft Form

New Updates (since last bulletin)

Heads' Forum – Tue 23rd 8-12 @ Pastoral Centre

Next Tuesday is our first Heads' Forum of the year. As always, we will start with 'off agenda' time from 8am. The formal agenda will begin at 9am. We will have time to discuss the development of the Trust 'Characteristics of Excellence' and the link to the Trust INSET. We will also discuss the Senior Leaders' network and next steps. There will be the normal updates and, for the start of the year, we will be covering a lot of ground here to make sure we are all up to date with Trust wide priorities and work for the year. I look forward to seeing you all.

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Development Morning with Jes – 2nd October 8-12

As noted in previous bulletins, Jes is able to join us again for a leadership development session on Thurs 2nd October. The focus of the session will be on coaching, with a focus on how we support the development of staff. This will connect to development of the way we use appraisal.

As before, this session is open to Heads and Deputies (or equivalent) and it is great if both can come. We understand the challenge of having the two most senior staff out of school, but we also know that these sessions have had great feedback and have worked best when more than one leader from each school is there.

SEND Network

Fiona has arranged an additional SEND network meeting. This will be on Wednesday 22nd October from 1.30 – 3.30pm and will be at Learn Sheffield (Suite 6, Albion House, Savile Street, Sheffield, S4 7UD)

Prayer and Liturgy Coordinators Network Meetings

You will see that there is a PLC Network meeting added to the Trust calendar for 10th November 1-3pm. We want to support all Prayer and Liturgy Coordinators in their job of implementing the Prayer and Liturgy Directory in their schools. Last term Prayer and Liturgy Coordinators identified aspects of implementing the PLD where it would be useful to collaborate. These include the development of Annual Plans of Provision, Liturgical Music, Monitoring and evaluation of Prayer and Liturgy and opportunities to gather students from across our schools to create opportunities for peer ministry and to start to develop a better understanding of 'progression'. The Prayer and Liturgy Coordinators Network meetings are a forum for all Prayer and Liturgy Coordinators to be able to consider these aspects of the PLD, and to inform and shape the development of any shared Trust-wide approaches that we choose to implement in these areas.

Writing Subject Network meeting

5th November 2025: 3.45pm – 4.45pm (online)

The subject network meeting is for any literacy lead or teachers interested in developing writing in their school.

Following on from the writing fundamentals work and the Trust subject immersion days, we are re-establishing the subject leader networks to ensure that we can continue the work we have started across the Trust.

The writing network meetings will be hosted and led by Claire Round. The first meeting in November will be an opportunity for literacy leads to discuss the implementation of the new Trust assessment framework. Please let Anita know [here](#) who from your school to add to the mailing list for these meetings, the link to join the 5th November session will be emailed directly to them.

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Geography Subject Immersion Morning at St Alban's

An outline of the day is attached with the bulletin. It is helpful for the school to know numbers, please let us know **here** who will be attending from your school.

Headteacher report and School Improvement Documents

It is clear from our visits that you are well underway completing these. A reminder that the deadline for completion of these is Friday 26th September.

If you have been working on these reports over the past couple of days you will have seen that the remaining bugs with the attainment data section are being ironed out, and the conditional formatting (green/red) is being turned on for data tables such as attendance in order to help see trends and patterns.

Please resist any temptation to use the 'All Through' options in the Forms and Reports sections (unless you are Holy Trinity!) - these are there simply to allow Holy Trinity to split the content of the headteacher report into two across two LAC meetings - there is otherwise too much for a single meeting.

Any questions or issues, please let John, Fiona or Anita know

Relational Practice (Trauma Informed) Conference - 10 October

Attached with this bulletin is a flyer with details of this year's Relational Practice (TI) Conference 2025 on Friday 10 October, 9.00 – 4.00pm at Niagara Conference Centre. Following the conference there will be a training offer for Sheffield schools from both our presenters Jenny Mosley and Carr Manor Community School. The cost is £75 per person.

The booking link is <https://www.eventbrite.co.uk/e/relational-practice-trauma-informed-conference-202526-tickets-1291136707649>

Items from previous bulletin

Bethlehem Care and Hospice Trust Appeal

The Bethlehem Care and Hospice Trust is a Diocese of Hallam charity supporting palliative care in Bethlehem. Many schools in the Trust have supported this charity over the years.

Joe McNally spoke to us at the Heads & Chairs meeting this week, explaining the desperate situation in Bethlehem at the moment and the challenge of raising the funds that are needed. In order to try to boost the fundraising, they hope to make the 1st December a day focused on Bethlehem across as many schools as possible, with the aim of boosting fund raising and awareness. It would be great if we could support this across the family of schools.

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The charity can provide fund raising materials, support for assemblies, etc. We would also want to coordinate the gathering and payment of any funds raised.

As a first practical step, if you can support this appeal, please could you identify a member of staff to be a point of contact for this appeal that we can liaise with directly to plan. Please send the name and email of the contact person to Anita.

Appraisal Support Materials

A reminder that there has been significant change to the Pay, Appraisal and Capability policies. These changes have only formalised what we did last year, with incremental progression now being automatic (not linked to appraisal), freeing up the appraisal process to be based on the work we have done with Jes.

We have put together some guidance materials setting out what has changed in practice. The guidance includes a template Appraisal Record form and a template UPS application form that you can use if your current forms/systems don't work with the changed policy. It also includes some materials you can use with any other colleagues who are appraisers in your school; A PowerPoint/video that explains the key changes along with the handouts that Jes gave us which explain the High Performance Triangle and Worthy Goals. These materials are in a SharePoint folder. Anita has sent all Trust Heads a link to this folder and will re-send the link following this bulletin in case you can't find it.

Autumn Term School Improvement Visits

John and Fiona have dates arranged with all schools to complete School Improvement visit one in the Autumn Term, the focus of this visit is outcomes, school self-evaluation (SEF and CSED) and 25/26 School Improvement Priorities. Please find the format for SIP visit 1 attached to this week's Bulletin. Any question, please just email either John or Fiona.

Early Years Trust Training and Support with Emma Porter

Attached with this bulletin is a flyer from Emma with details of new sessions and some catch up sessions for those who have already engaged with training and support. There is information about booking enquiry visits, individual school support and bespoke training and support.

Maths Curriculum – visit request

St Thomas More are currently in the process of reviewing their maths curriculum and would be interested in visiting a couple of schools that don't use Ark materials. If any Heads could accommodate a visit for a couple of hours (to look at what you use and discuss the pros/cons) please pass a message on via Anita.

SEND Training

At the end of last academic year the SEND Network organised a number of training opportunities for staff, we made a commitment to training as many members of staff in key areas of SEND over the year but also on an ongoing basis. There was lots of discussion about the timing of training as we are acutely aware of the challenges of releasing staff to attend CPD. As you will see the sessions mentioned below are after

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school. We have attached the SEND Training Plan as a reminder of the opportunities we have on offer this year.

For Teaching Assistants

As you all know we have booked SEND TA Training and the first date is 18th September (next Thursday) at Learn Sheffield for anyone who doesn't know the address is Suite 6, Albion House, Savile St, Sheffield S4 7UD, there is parking at the back of the building.

For SENCOs and Class Teachers

We have booked a number of training opportunities with the Sheffield Autism Service (ASCETS) and the first of these sessions is also on Thursday 18th September at Hallam Pastoral Centre. This session will be repeats on 23rd April 26. These sessions are aimed at SENCOs and Class teachers.

Please book places via the links on the attached SEND training plan