

Head Teachers' Bulletin 7th November– 2025

Upcoming Events

10th Nov – Prayer and Liturgy Network 1-3

13th 14th Nov – Heads' Conference

18th Nov – ASCET Good Autism Practice @ Pastoral Centre (booking required)

19th Nov – OFSTED Prep for Snr Leaders of secondaries @Pastoral Centre

20th Nov – DSL Network meeting 1.30 @Pastoral Centre (12.30 for lunch)

24th Nov - Subject Leader Guidance Booklet online session 3.30pm

25th Nov – Senior Leader Network 1.30-3.30 @PastoralCentre

26th Nov – RWI Day 2 for schools on the Trust Package @Pastoral Centre

Actions from this bulletin

Let Anita know who from your school will attend the Art Subject Immersion day at Notre Dame on 8th December.

Please complete this FORM with the names of colleagues for the Senior Leader Programme.

Reserve places on the RWInc training here.

Actions from previous bulletin

Let Anita know who from your school will be attending the Prayer and Liturgy Coordinator Network.

New Updates (since last bulletin)

Secondary Phase – Equal Ambition

Please see the attached document in relation to some shared work to ensure equal ambition and expectation across our three secondaries.

We will be running an initial exploratory meeting this half term – I'd be grateful if you can complete this **FORM by Friday 14th Nov** to indicate which time slots you would be able to make appropriate colleagues available for an initial online meeting. This is likely to include the senior leader who leads on progress/data for KS4 and/or KS5. Having the data manager able to attend would also be helpful.

Prayer and Liturgy Coordinators Network 10th November

So that we can plan around who is coming, please could you let Anita know who from your school will be attending.

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During the first network meeting we will be looking at each other's APOPs in small groups. Whoever is attending from your school will need to have access to a copy of your APOP during the meeting, whether that is a paper version or on a laptop. We are expecting that for most schools, your APOPs will be working documents that are still in development - please don't worry if that is the case!

Optional Online Session: Introducing the New Subject Leader Guidance Booklet

We're pleased to invite Headteachers to an optional online session on **Monday 24th November at 3:30pm**. This short session will introduce the **Subject Leader Guidance Booklet**, designed to support staff who are new to the role of Subject Leader.

The session will provide an overview of how to use the booklet effectively, key features, and ideas for supporting colleagues as they develop in their leadership roles.

Date: Monday 24th November

Time: 3:30pm (online)

Audience: Headteachers and colleagues supporting new Subject Leaders

The **Subject Leader Guidance Booklet** will be shared in advance of the meeting to allow colleagues to prepare any questions.

Art Subject Immersion – 8th December

Notre Dame are leading the Art Subject Immersion session on Monday 8th December. For planning, we need an idea of numbers. Please let Anita know who will attend from your school.

Read Write Inc Face to Face Training

We have secured training dates for two days of face-face RWInc Phonics Training.

This training is for staff in your schools who are teaching RWInc, but have not had face-face training from a RWInc trainer.

Dates are below and further details will be sent out nearer the time. The training days will take place at St Catherine's Catholic Primary School

8th January - St Clare's Trust RWI training day 1 - full day (speed sound lesson)

27th March - St Clare's Trust RWI training day 2 - full day (storybook lesson)

Senior Leaders

Please see the attached document setting out the programme for senior leaders for 25/26. This is aimed at senior leaders across all Trust schools and Associate Schools. Please complete this FORM by 21st November to register interest from any senior colleagues in your school

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Secondary Careers Network

Secondary Careers Leads had a second really productive session yesterday, facilitated by the Careers Education Service. This is a great example of a network of colleagues across our schools that has 'come to life' as a result of opportunities to network and talk about shared challenges. This group has committed to aim to continue to meet termly, with an initial focus on what is a shared challenge of meeting Gatsby Benchmark 6 through the provision of meaningful modern work experience opportunities.

Sickness and Leave of Absence

As you may remember following a period of consultation, we provided a standardised list of sickness reasons. Schools were asked to embed this information into their respective systems and use going forward. We would now like to start reporting on this information providing analysis and comparative data. In order to support schools to extract the raw data, we have designed a SIMS report which will be made available to all schools next week. The report takes less than a minute to run and the output will need to be uploaded to each school's respective SharePoint HR File Exchange.

Key points:

- An alternative arrangement is in place for our non-SIMS school.
- There are no GDPR concerns as the information will be strictly controlled and data will be presented at summary level for comparison purposed.

We will also be starting a similar exercise in regard to Leave of Absence (LOA) standardisation, an initial list will be made available next week for colleagues to review and comment upon.

Revised Annual Budget

We have been making structural amendments to your 2025/26 original budgets to reflect the following:

- UPS progression
- LGPS Employer Contribution

The revised (original) budget will be uploaded into IRIS next week and will be incorporated into your October management reports.

In regard to ongoing budget adjustment to the Master Budget, we have developed a budget amendment tracking document. Details will be provided to SBM/Finance colleagues or directly discussed with Head Teachers.

Please note that changes to the Master Budget should typically maintain the agreed budget position or improve upon it. No changes will be permitted unless they are recorded and agreed in advance. Further details will be provided next week.

e-Procurement - Amazon

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We will be extending our trial of the Amazon e-procurement punchout facility to a larger number of schools (relevant school have already been contacted). This facility will ensure orders are raised in IRIS Purchasing and approved prior to being passed to Amazon for processing. Our aim here is to provide improved clarity and accountability, while trying to release process efficiencies. If successful we hope to roll out the facility to all schools by the Easter term.

Lloyds MultiPay Cards

Each year we review card usage in terms of frequency, volume and value of purchases made during the course of the prior academic year.

We have identified a number of cardholders where we feel their usage no longer substantiates the need for a MultiPay card. Therefore, we will shortly start to contact colleagues informing them of our decision. Headteachers will be copied into these communications for reference and/or should you wish to appeal the decision.

Final call to book ASCETS Good Autism Practice – Full Day 18th November

This module is for **any member of staff working with autistic pupils aged 5-16** and focuses on the importance of getting to know a pupil and how their autism affects them. We look at examples of distressed behaviours and how these can be supported through a range of strategies, approaches, and reasonable adjustments.

The module also guides you on how to gather information about an autistic pupil's interests, aspirations, strengths and differences and how this information can be used when developing a Pupil-Centred Education Plan (PCEP).

The module introduces the AET Schools Competency Framework for you to be confident when developing and evaluating your good autism practice, following completion of the module.

Dates and times for training:

This is a Full Day Training – staff only need to attend 1 day. The training will be repeated.

18/11/25

21/04/26

COST – £75 per delegate (AET Materials totalling £350 are given to schools as part of this training)

Change of date for 'The importance of early maths' - 19th November 4 - 5pm

Vicki John-Lewis has let us know that this DfE event has changed date (from 12th to the 19th)

This webinar will cover:

- The importance of early maths to the life chances of young people.
- Approaches to teaching early maths and supporting children to meet their early learning goals.

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- Overview of early maths in the Early Learning Goals, and a review of the evidence and tools that school leaders should be aware of.

Who should attend?

This webinar is specifically designed for multi-academy trust CEOs or deputies, school leaders and senior leaders in local authorities and dioceses. The session will be recorded and made available for those unable to take part in the live event.

[Book your place](#)

Items from previous bulletin

UPS applications and pay progression

This is a reminder of two things in relation to UPS progression.

First is that Heads of all Trust schools should send Steve any applications that you have received for progression to UPS, along with your recommendation. He will review these for consistency and then get back to you to confirm the decision. Thank you to everyone who has already sent recommendations.

Second, a reminder that all teachers who are on UP1 or UP2, who under the previous policy wouldn't have been eligible for progression until next year, will be automatically progressed in line with our new policy. If there are any individual cases where there may be a different agreed approach, please make sure that you have let Steve know about this, so that he can ensure that colleagues in payroll and HR are aware.

Learn Sheffield School Improvement Partner allocation 2025/26

Please see attached the Learn Sheffield Improvement Partner allocation of days for 2025/26. Hopefully the document is self-explanatory, but if you need any more information please ask.

*Please note the change of date for the session on the new framework for Primary schools that Peter Heaton is running. This was scheduled for 19th January, but we have moved it forward to 7th January so that we can get this day in before Peter does work with individual schools. The corresponding date for secondaries is scheduled for the 19th November. This hasn't changed.