

## Head Teachers' Bulletin 19<sup>th</sup> December – 2025

### Upcoming Events

7<sup>th</sup> Jan – OFSTED Preparation session for primaries 9am @Pastoral Centre

8<sup>th</sup> Jan – RWI face to face training 9-3 @St Catherine's

13<sup>th</sup> Jan – TA Advanced Training Session 1 @Learn Sheffield 3.45-5.45 (booking required)

22<sup>nd</sup> Jan – Trust Choir Workshop @ St Marie's Cathedral

### Actions from this bulletin

#### Actions from previous bulletin

- Book places on the writing moderation sessions
- Please complete the form to book places at the Choir rehearsal

### New Updates (since last bulletin)

#### Message to Chairs and Heads

Dear friends

At this time of year, our schools are full of joy (and not a little frantic exhaustion) as we rush towards the end of term. It's always good to stop and reflect on the year that is passing and the year to come.

This has been a year of great challenges for many of our schools, with the devastating loss of one of our pupils and the too early loss of some of our own loved ones. We are a family and when one of us is suffering, we all feel the loss. Like a parent, we are only as happy as our saddest child. May the King of Peace bring solace and comfort to all that mourn.

But this has also been a year of so many little joys: new babies, marriages, a new nursery and some outstanding success for our year 11 and year 13 pupils. We shared a truly uplifting Trust Mass and heard the voices of our Trust Choir.

As we look ahead, we look forward to continuing to grow the Trust with more schools joining. We see the fruit of our work together in the many networks and communities forming between our staff groups and most recently our governors. There is more work ahead, but the load is lightened by sharing in the journey. On behalf of the Members and Directors of St Clare Trust, thank you Chairs and Heads, thank you staff, governors and volunteers. Your efforts, throughout this year, have helped create places of love for all our children and families in a world so desperate for that love. Maranatha: Our Lord, come!

God bless

Kev

## Head Teachers' Bulletin 19<sup>th</sup> December – 2025

### Headteacher reports

Please see attached document with information about completing headteacher reports and updating school improvement priority documents on MATPAD.

Pages 1-4 contain all of the information about dates, updates to the report and updates to the forms section that John shared at the headteacher briefing last Monday.

### Primary OFSTED framework session with Peter Heaton on 7th January

Thanks for letting Anita know who will attend from your school. Please arrive at the Pastoral Centre for a 9am start. Lunch has been ordered..

In the afternoon, Trust schools will each have 15-20 minutes with Peter agreeing which activities will be most useful for Peter to undertake with you when he is in school later in the year.

### Let Teachers SHINE - Grant applications open

Maths Hub Lead Vicki John-Lewis has shared the information below with us.

SHINE is dedicated to empowering teachers with creative project ideas that can be tested and refined to enhance outcomes for socio-economically disadvantaged children in the North of England.

Are you a teacher with a bright idea which could boost the attainment of children from disadvantaged backgrounds? If so, Let Teachers SHINE are offering up to £25,000 over two years for ideas which help disadvantaged children in the north of England to succeed in English, maths or science.

### **Items from previous bulletin**

#### A message from Helen Simmerson

Dear Colleagues

I have decided to bring forward my retirement plans and will now retire at the end of April 2026. I will not be returning to Emmaus in an official capacity.

I want to thank you all for all the support you have given me over the years.

God bless

Helen Simmerson

#### St Clare Singers Rehearsal Day – 22<sup>nd</sup> January 10.30 – 2.15 at St Marie's Cathedral

On 22<sup>nd</sup> January, we will be running another rehearsal day for the St Clare Singers (choir). This will run on the same format that worked so well in preparation for the Trust Mass.

## Head Teachers' Bulletin 19<sup>th</sup> December – 2025

This rehearsal day serves a few purposes. First, it is about building on the start we have made in giving opportunities for children across our schools to sing together. Second, the singers will be working on a contribution to the opening liturgy for our Trust INSET day. We also have our eyes to a potential event in the summer term - more about that in the new year.

We want to know if you have pupils who want to be part of the St Clare singers, if you are able to enable them to get to the rehearsal on 22<sup>nd</sup> January and also if any of those children or young people would be able to attend All Saints in person on the Trust INSET day to sing as part of the opening liturgy. We have a plan B if it is difficult for pupils to get to All Saints on the INSET, but we would love to find a way to have as many pupils there in person on the day.

Please complete the form to book places at the rehearsal, let us know if you have pupils who can sing at the INSET and also let us know if you have pupils who want to be involved, but for whom there are practical challenges.

### Writing Moderation – looking ahead

This is a reminder that our writing moderation dates will be coming up after our return from the Christmas break. The dates are as follows:

Foundation/Y1/Y2 - Thursday 12<sup>th</sup> Feb

Y3/Y4 - Thursday 26<sup>th</sup> Feb

Y5/Y6 - Thursday 12<sup>th</sup> Mar

All of the moderation sessions will be hosted at the Pastoral Centre and will run from 2.30-4.00pm

### Trust INSET day

Plans are coming together well for our Trust INSET day. Thanks to all the schools who have put forward people to lead workshops.

We will be in touch with those people this week to brief them on next steps.

When we come back in the new year, there will be a few asks of you as Headteachers.

We need your help identifying any members of staff who have different working patterns and those who do not work full-time. We want to ensure that every member of staff knows that they are invited and welcome and we will need to understand if there are any colleagues who won't be joining us on the day.

We also want to check in with you about transport for the day as parking at All Saints is very limited so we want to avoid staff trying to park at the school.

Information will come out to you on all of this early in the new year and we will be asking you to help coordinate things at your school.

Finally, I just to remind everyone that the day is planned around the schools that are already in the Trust.

This is largely around capacity and logistics for this first Trust wide training day. We hope to be able to open some slots for schools in the wider St Clare family to be able to attend – we'd love to have everyone there and look forward to when that can happen. For schools who are not yet in the Trust, but who are hoping to

## Head Teachers' Bulletin 19<sup>th</sup> December – 2025

have some colleagues attend the Trust training day, please do get in touch so that we can see what we can do and so that you can plan accordingly.

### Centralised Services Availability

Please note that there will be a very limited service offer available from centralised services after Friday 19<sup>th</sup> December 2025 until Monday 5<sup>th</sup> January 2026. Any requests submitted via email or helpdesk (IT) which cannot be resolved during this period will be addressed upon our return in the New Year.

### Supplier/3<sup>rd</sup> Party Payments and Banking

The final BACS payment for the year will be processed on Wednesday 17<sup>th</sup> December, remittance advice notes will be issued on 18<sup>th</sup> and payments will credit supplier/3<sup>rd</sup> party bank accounts on 19<sup>th</sup> December. Please note we will not be able to process any other form of payment after the 19<sup>th</sup> December until the next BACS payment run which will be processed on Wednesday 7<sup>th</sup> January 2026

If you have any cash/cheques please ensure these are banked and details passed onto the central finance team prior to the last day of term.

### Charging and Remissions and Expenses Policies

New policies relating to Charging and Remissions and Expenses have been developed and will be shared with schools early in the New Year. Guidance material and support will be provided to ensure the policies are clearly understood and appropriately implemented.

### School Condition Allocation (SCA) Funding

Details for the 2025/26 SCA application cycle and assessment criteria will be made available early January. We will also be scheduling a workshop to provide advice and guidance on the application process and the level of details required in order to effectively assess applications submitted. Further details will be provided upon our return in the New Year.