

## Head Teachers' Bulletin 5<sup>th</sup> December – 2025

### Upcoming Events

8<sup>th</sup> Dec – Art Subject Immersion @Notre Dame

9<sup>th</sup> Dec – Reading Network @ Pastoral Centre 2-4pm

12<sup>th</sup> Dec – DSL Sub Committee 9-12 @ Pastoral Centre

12<sup>th</sup> Dec – Equal ambition online session (secondary) 2pm

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

### Actions from this bulletin

- Book places on the writing moderation sessions

#### Actions from previous bulletin

- If you have good news from your school that you would like me to highlight in my report to Directors, email Steve
- Let Anita know who from your school will attend the Art Subject Immersion Day at Notre Dame on 8<sup>th</sup> December.

### New Updates (since last bulletin)

#### 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

#### Headteacher Reports

John will be circulating guidance during the final week of term in relation to completion of the headteacher report for the autumn term. The deadline for submission is not until Friday 30<sup>th</sup> January.

The format of the report is virtually identical to the most recent report that you completed. The only change will be the addition of data entry fields for nursery numbers.

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### Items from previous bulletin

#### Support for new leadership of teaching for mastery - Hallam Pastoral Centre

Vicki John Lewis has shared the dates below. This is a three-part programme and places can be booked at this link.

21<sup>st</sup> January 9 -12

26<sup>th</sup> March 9 - 12

30<sup>th</sup> June 9 - 12

#### Art Subject Immersion – 8<sup>th</sup> December

Attached with this bulletin is an outline of the Art Subject Immersion session on Monday 8<sup>th</sup> December at Notre Dame. For planning, we need an idea of numbers. Please let Anita know who will attend from your school.

#### Equal Ambition - target setting in the **secondary** phase

Thank you for your responses in relation to availability of key staff. Based on the availability of colleagues, we will meet online 2.00 - 3.30pm on Friday 12<sup>th</sup> December.

#### Trust INSET workshop leaders

Can I remind you to complete the MS form (Link in the Actions section above) to let us know about colleagues in your schools who would be great to lead (or co-lead) workshops for the Trust INSET day in February. We really want to celebrate and share the expertise we have across the Trust and can only do that with your help.

#### New Payroll System - EduPay

As you may be aware we have transitioned to a new payroll system (EduPay), this being part of our broader strategy to improve operational efficiency and financial sustainability.

EduPay provides a secure and modern payroll platform designed to enhance the payroll experience for all colleagues. The platform will provide:

- Access to payslips and P60s
- Allow staff to update personal information directly in the system
- Self-service timesheets and expenses claims.

At the present time we will be simply asking colleagues to login into EduPay via an activation link and validate their personal details, email addresses and set up two-factor authentication (2FA). A simple instruction guide will also be distributed to help colleagues through the initial validation process, which is very intuitive and easy to follow. However, support will be available via school business managers and payroll colleagues should anyone struggle accessing the platform or completing the validation process. Payroll colleagues will

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also be visiting schools to provide training and support on using the system, where necessary, as well as providing more specific training on the self-service timesheets and expenses claims. Further updates will be provided in the coming weeks.

### Bethlehem Care and Hospice Trust

You will remember from the Heads' and Chairs' meeting at the start of term, Joe McNally spoke to us about the Bethlehem Care and Hospice Trust, a Hallam Diocesan charity that many of you have supported in the past. Like many charities, they are finding it really tough to raise the money they need to provide palliative care in Bethlehem. Joe asked if schools across our St Clare family would consider an own clothes day, or other similar fundraising event during advent.

If you are planning an event, or would be happy to run fundraising for this charity in your school this advent, please let me know. Please also let me know who in your school is best to act as a contact. Joe is happy to liaise directly with those people about any support or input that would be helpful from the charity.

I would ask you to email Anita by the end of Wednesday 26<sup>th</sup> Nov if you can support with fundraising and, if so, who is the best contact person.

### Prayer and Liturgy Coordinators (PLC) network meetings

Thank you to all colleagues who attended the first PLC network meeting last week. Minutes are attached. Please note that the next meeting date has changed from 5<sup>th</sup> January to 19<sup>th</sup> January in response to feedback about attendance being difficult on the first day back after the holidays.

### Trust Choir

We are proposing another Choir workshop day at the Cathedral on 22<sup>nd</sup> January, 9.30-2.15.

Please let Anita know if there are any major issues with that date. If not, we will go ahead with that plan and will be in touch soon with further information. The choir will be working toward future Trust events (more information to follow) in order to build on the wonderful start they have made at the last two Trust Masses.

### Good News from Schools

A reminder to highlight for me any good news from your school that you would like me to highlight for Directors in the CEO report. Every term I capture stories from school visits and look at your websites & social media to highlight for Directors, but I don't want to miss things that you would want to share. Please just drop me an email if there is anything you'd love me to share – even better if you can email with a link to your website. Thanks to those who already have.

### Heads' Conference 2026

An early date for your diary – we are booking next years' Heads' Conference on Thursday and Friday 19<sup>th</sup> & 20<sup>th</sup> November. These dates seem to work best to help ensure everyone can be there.

### Important RWI Training

We have booked and paid for Two Day RWI Training as a result of a number of schools informing us that they have staff who require this. Anita has sent out the following email to all reading leads. Can heads please make sure they book staff onto this training.

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### 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)**