

## Head Teachers' Bulletin 16<sup>th</sup> January - 2026

### Upcoming Events

19<sup>th</sup> Jan – Prayer and Liturgy Coordinator network 1-3pm @Pastoral Centre  
21<sup>st</sup> Jan – Senior Leader group online 3-4.30  
21<sup>st</sup> Jan – RWI Data meeting for Primary Heads 4-5pm online  
~~26<sup>th</sup> Jan – Heads' briefing 10.15 to 10.45 online~~ cancelled  
27<sup>th</sup> Jan – Heads Forum, breakfast from 8 @Pastoral Centre  
**13<sup>th</sup> Feb – Trust Choir Workshop @St Marie's Cathedral**  
3<sup>rd</sup> Feb – Reading Network 2-4pm @Pastoral Centre  
26<sup>th</sup> Feb – Morning session for Heads and Deputies with Jes St Catherine's

### 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)

#### Change of Date - St Clare Singers Rehearsal Day now 13<sup>th</sup> February 10.30 – 2.15 at St Marie's Cathedral

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.

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 13<sup>th</sup> February 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.

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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.

### Part Time Maternity Leaver Cover

St Alban's need a part time teacher for Y3 from Easter. This is a maternity leave cover for 2 terms -April to December 2026 (Monday, Tuesday and Wednesday half day - negotiable). If you know of someone wanting a secondment or temporary experience elsewhere, please put them in touch with Lindsey.

### Funded Accreditation Opportunity

I wanted to share a funded accreditation opportunity for early years leaders who already have experience of leading professional development.

The programme is aimed at leaders who are keen to build on their existing practice and support professional development both within their own setting and by working with another setting.

The commitment includes:

Three days of professional development (a mix of face-to-face and online sessions)

One additional day to complete and submit an Accreditation Evidence Document

There is £800 of funding available to help schools release colleagues to take part.

Places are limited, and the selection process will include a visit to the setting.

If you'd like more information, please see the flyer or if you want to arrange an informal discussion please get in touch with [vjohnlewis@symathshub.org.uk](mailto:vjohnlewis@symathshub.org.uk)

### Prayer and Liturgy Coordinator Network

The next meeting of this group is 1-30pm on Monday, at the Pastoral Centre.

PLCs are asked to bring a charged laptop with them please.

### **Items from previous bulletin**

#### Trust INSET Day – 23<sup>rd</sup> February

We are just over six weeks away from our first whole Trust INSET day. As noted before the Christmas break, there are some things that we need from you and other colleagues to ensure that the day runs well for everyone.

#### **What we need you to do:**

- Anita will be sending a staff list to you. We need you to check for any changes/errors to the list and note any members of staff who are not coming to the INSET (see notes below)
- We will also be sending out links for curriculum staff (teachers, TAs, LSAs, Learning Mentors, etc) with a menu of workshops. Please circulate this to all members of staff and help us to ensure that we get everyone's preferences

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Notes on confirming attendance at the Trust INSET:

We are thinking about part time members of staff and staff such as cleaners, lunchtime supervisors or exam invigilators who may not normally take part in every INSET day at your school.

We want to ensure that every member of staff knows they are welcome, but equally respect that a member of staff may not attend the Trust INSET if they would not normally have been taking part in a school INSET on that day. We need your help to have conversations with those members of staff and then to confirm the outcome on the staff lists, so that everyone is clear on who is coming.

Where part time members of staff wish to attend the Trust INSET, where this will take them above the proportion of INSET days that they should work across the year, they will of course be paid for the additional time.

If you have any queries about individual members of staff when you are checking through the list, please do note these on the staff list.

The aim is to ensure every member of staff is clear about what they are doing on the day and we have that in our planning.

### Writing Moderation

This is a reminder that our writing moderation 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

Please confirm places for your staff at the moderation.

### HLTA Opportunity

Lindsey Ebsworth has a HLTA who is doing the Assessment Only teaching training route. They are currently teaching in KS1, and need an (approx.) 20 day KS2 placement in an alternative setting.

This could be organised anytime from spring half term onwards on a one-day per week arrangement until the end of the year. This is so that Lindsey can backfill their release.

The HLTA lives in Doncaster and doesn't drive, but their partner works near the centre of Sheffield.

The HLTA would need some mentoring support in gaining confidence in KS2 but could otherwise be expected to take responsibility for the class for significant portions of the one-day per week with no other cost to the host school.

If this is something that is of interest/might also help you, Lindsey would be interested in hearing from you.

### Session for Heads and Deputies

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Jes will be leading a session on the morning of Thursday 26<sup>th</sup> February for Heads and Deputies. More information will follow. Please add this date to your diaries.

### Heads online Briefing on 26<sup>th</sup> January cancelled

The Heads briefing has been cancelled as we have the Heads Forum the following day.

### MATPad

John has updated the guidance, with screen grabs that reflect the changes that MATPad have made to the platform to improve the user experience.

### Read Write Inc Data Meeting 21<sup>st</sup> January 4-5pm

There will be a short online data meeting for Heads of Primary Schools in the Trust RWI package. An agenda and the meeting link will be sent by email.

### Fundraiser gig for St Wilfrid's Centre

Not to be missed. Brilliant local band The Grand Plan are playing at Haggler's Corner (Queens Road, Sheffield) on Friday 23<sup>rd</sup> January. Doors open at 7.30, music from 8.30. See attached flyer for QR code to buy tickets. Don't delay – they will sell out fast.