

Head Teachers' Bulletin 7th January - 2026

Upcoming Events

- 13th Jan – TA Advanced Training Session 1 @Learn Sheffield 3.45-5.45 (booking required)
- 19th Jan – Prayer and Liturgy Coordinator network 1-3pm @Pastoral Centre
- 21st Jan – Senior Leader group online 3-4.30
- 21st Jan – RWI data meeting online 4-5
- 22nd Jan – Trust Choir Workshop @ St Marie's Cathedral
- ~~26th Jan – Heads' briefing 10.15 to 10.45 online~~ cancelled
- 27th Jan – Heads Forum, breakfast from 8 @Pastoral Centre
- 26th 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)

Reminder - St Clare Singers Rehearsal Day 22nd January 10.30 – 2.15 at St Marie's Cathedral

On 22nd 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.

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 22nd 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.

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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.

Trust INSET Day – 23rd 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

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 12th Feb

Y3/Y4 - Thursday 26th Feb

Y5/Y6 - Thursday 12th Mar

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

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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

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

Heads online Briefing on 26th 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 21st 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 The 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 23rd 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.

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Items from previous 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

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.

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

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disadvantaged children in the north of England to succeed in English, maths or science. More information is available on their [website](#).

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 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.

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.