

Head Teachers' Bulletin 13th March - 2026

Upcoming Events

17th Mar – Heads' Forum @ Pastoral Centre

26th Mar – ASCETS Training in Autism

27th Mar – RWI Storybook face-to-face @St Catherine's

Actions from this bulletin

Actions from previous bulletin

Let Anita know the number of children who will attend the Trust Prayer and Liturgy activity.

New Updates (since last bulletin)

SEND Enquiry Documents

The SEND Network has prepared the attached SEND Enquiry Documentation, these have been sent out across the Network for comments and these have now been incorporated. It is our intention to set up the first enquiries in the Summer Term. If heads have any comments or alteration on the attached please email Fiona by Friday 20th March.

Training Spaces

The English Hub is looking for space to run training over the next academic year. If any schools have a space that could be available for half-day training sessions, and would accommodate 30 - 40 people, please could you get in touch with Delia at St Wilfrid's (d.evans@stwilfridssheffield.co.uk)? There is funding available to pay for hire.

Heads' Forum – 17th March 8-12 @ Pastoral Centre

As always, the first hour is 'off agenda' and a chance to connect and catch up. The business agenda will include follow up from the INSET day, time with Shared Services managers on development work across HR, Estates and IT and the usual updates.

Financial Planning Assumptions

Please find enclosed our Financial Planning Assumption 2026-27 briefing document. Unfortunately, there are a number of sections we have been unable to update as key elements of guidance from the DfE are still pending. Further updates, will be shared as and when received, a final updated version of the briefing document will be made available late April.

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As per the prior year budget process shared service financial colleagues will update the IMP Planner for the financial planning assumptions as well as unloading details of your core GAG-funding, this information is currently being updated and released by the DfE.

We will be contacting schools to set up initial budget planning and ICFP implementation meetings from early next week.

Trust Prayer and Liturgy Coordinators Activity

Part of the work of the Prayer and Liturgy Coordinators Network Meeting on Monday was moving forward with the planning of collective Trust Prayer and Liturgy Activity. We have decided that it makes sense to use the existing Good Shepherd Celebration event, that takes place on Tuesday 19th May at St Maries, as a vehicle for this.

Following the Good Shepherd Celebration, we will have use of the Victoria Hall in Sheffield. Pupils from across our trust will gather in fellowship and prayer to collaboratively prepare and lead a Pentecost Celebration of the Word, which they will then return to share with their school communities after the summer half term.

To support the planning of this, please could all schools also ensure completion of THIS OFFICE FORM by Monday 30th March so that we have information about numbers and ages of children that Trust and Associate Trust schools are intending to bring to the Good Shepherd Celebration event which takes place at 10am, Tues 19th May at St Maries Cathedral.

Storybook Read Write Inc Training

Friday 27th March - Storybook RWI face-face training. **There are spaces available for our other schools.** This training is for staff members in your school who have not been on face-face storybook training. This is being covered by the trust centrally. Venue - St Catherine's Primary School Time - 9-3pm Please bring your own lunch.

ASCETS – Making sense of Autism 26th March 3.45 – 5.45

Please note, this is a repeat of the session that ran in October. This module is for anyone working in a school environment and is an awareness-raising module that introduces autism and the areas of difference, which can include: Social Understanding and Communication, Flexibility, Information Processing and Understanding and Sensory Processing and Integration, among other things. We explore areas of difference in terms of strengths and support needs and identify some initial reasonable adjustments that need to be considered when supporting neurodivergent pupils. Venue = Hallam Pastoral Centre. This Training is Free.

Reminder - Learn Sheffield Strategic Courses

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As part of the Learn Sheffield package we have bought this year, each school is entitled to two places on strategic leadership courses, or one place on an enhanced course.

The table attached shows our current use of these. Almost all Trust schools have unused places.

Courses with asterisks are yet to start, and colleagues can still sign up to attend these.

If you have not yet used your full allocation, can you please let Anita know

1. Whether you are intending to do so, and if so which course(s) you will be attending
2. Whether you will have unused places that we could offer to another Trust school

Deadline for returns please by Weds 4th March.

Items from previous bulletin

Registration and Login to EduPay

Unfortunately, it appears that we still have a material number of colleagues who have yet to complete their registration and login to EduPay. We implemented and transitioned to EduPay in November 2025.

Payroll colleagues will be contacting schools directly (SBMs) highlighting those colleagues who haven't validated their user account and logged into the system. We would be grateful for your support and if you could raise the issue at staff briefings -all staff need to validate and log in to the system as soon as possible.

Anyone requiring support should contact the payroll team: payroll@stclarecmat.org.uk

EduPay Staff Expenses and Timesheets (Overtime/Casual Hours)

We are looking to formally roll-out the staff expense and timesheets function in the next couple of weeks, with full adoption expected to be in place by the 1st April 2026. Payroll colleagues will shortly look to confirm the approval pathways established for your school in regard to these two functions.

We have not identified any issues in regard to the small-scale release of this functionality. We hope all schools will find this new approach to staff expenses and timesheets to be more effective and efficient for all stakeholder.

We would be grateful if you could flag this issue with teaching colleagues during your next staff briefing or via any other method you feel is appropriate.

Further details regarding MPO are available from our payroll team: payroll@stclarecmat.org.uk

DSL Meeting Minutes

The meetings from the DSL network meeting on 5th March are attached.

Please take time to discuss with your DSL. We covered a lot of ground during the meeting, and there are a number of pieces of work happening following our pilot peer reviews, and information with actions for DSLs.

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Teacher Pensions and My Pension Online

Teachers Pensions will be transitioning from Capita to Tata Consultancy Services (TCS) this academic year. We will be making arrangements with Capita and TCS regarding the transition, these will largely relate to back-office administration matters, therefore, unlikely to have any direct impact on teaching colleagues.

However, we would recommend that teaching colleagues set up their TP My Pension Online (MPO) user account as well as reviewing their service history to ensure there are no gaps or omissions. We currently receive details of colleagues who have not registered for MPO but are unclear if this information will be made available post transition to TCS.

Internship Opportunity

Please could you circulate the attached flier among your staff, parents and school networks. This is a great summer holiday paid opportunity for any university students who are interested in finding out more about teaching as a career.

Maths Hub Opportunities

Please find attached the leadership opportunity for Early Years Assistant Maths Hub Lead, and links below for two other opportunities your staff may be interested in.

[Professional Development Lead](#) - information (this has previously been circulated in the bulletin)

[Primary Teaching for Mastery Specialist](#) - welcoming applications from EYFS practitioners.

Invitation to Primary Schools -Our Lady of Guadalupe Relic – Hallam 2026

Please see information below from Rachel Wood.

In 1531, Our Lady of Guadalupe appeared in Mexico as the Mother of God to a humble peasant named Juan Diego. A miraculous image of her appearance was left on his cloak, which can be seen in the Basilica of Our Lady of Guadalupe in Mexico City.

Following his visit to Mexico in 1979, Saint John Paul II authorised the creation of 220 digital replicas of this original image for worldwide distribution.

One of these is preserved in the Church of the Holy Child and Saint Joseph in Bedford, and on Friday, 5th of June it is coming to: Mother of God Church, Abbeydale Road.

Commencing at 10am with Holy Mass (optional) and Marian consecration prayer, it will be followed at 11am by an age-appropriate presentation of Our Lady of Guadalupe and St Juan Deigo led by the Guardians of the image.

If the one class from each primary schools would like to attend this event, please would they be so kind as to let me know by email rachel.wood33@outlook.com