

## Head Teachers' Bulletin 6<sup>th</sup> March - 2026

### Upcoming Events

10<sup>th</sup> Mar – Senior Leader Network Meeting 1.30pm @Pastoral Centre

11<sup>th</sup> Mar – New Framework and Foundational Knowledge Training\*

12<sup>th</sup> Mar – Writing Moderation Y5/6

13<sup>th</sup> Mar – RWI day 3 @Pastoral Centre

17<sup>th</sup> Mar – Heads' Forum @ Pastoral Centre

26<sup>th</sup> Mar – ASCETS Training in Autism

27<sup>th</sup> Mar – RWI Storybook face-to-face @St Catherine's

### Actions from this bulletin

Schools not yet in the trust to let Anita know if you would like places at the Peter Heaton Session (11th March 4-6pm)

[Actions from previous bulletin](#)

### New Updates (since last bulletin)

#### Prayer and Liturgy Coordinators Network Meeting

Thank you to all those who attended on Monday. Minutes of the meeting are attached, along with an electronic copy of the monitoring and evaluation form that we are using for the peer evaluation work. John is running a mop up session on for schools who were unable to attend on Monday.

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 the 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.

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### Senior Leaders 10<sup>th</sup> March 1.30

This is face-face at the Pastoral Centre. We will be running a slightly abridged version of the 'Challenge' session that Jes ran with leaders on Thursday 26<sup>th</sup> Feb, in order to disseminate this training to a wider group of staff.

### 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.

### Peter Heaton New Framework and Foundational Knowledge Training

Wednesday 11<sup>th</sup> March 4-6pm Hallam Pastoral Centre

A reminder that Peter Heaton is running a 2-hour training session for three of our schools who are in the immediate Inspection window. This training is aimed at ensuring all teaching staff from these schools are confident around the changes to and the methodology of the new Ofsted framework. The session will be similar to the training Peter ran for Heads. \*We do have a limited number of spaces on this training if other schools would like to send a senior leader or teacher. If you would like a space, please let Anita know and we will get staff booked on.

### Read Write Inc Training

Friday 13<sup>th</sup> March - Third and Final Reading Leader Training day from our Trust Package. (Just for schools who are part of the Trust RWI package) The training is called 'Getting to Grips with Graphemes'. The training is for RWI leads and a year 1 teacher to attend together - please arrange cover for this. The training will focus on what will make the biggest difference for the PSC. Venue - Pastoral Centre Time - 9-4pm  
Agenda and resource list to follow nearer the time. Please bring your own lunch.

Friday 27<sup>th</sup> March - Storybook RWI face-face training (For all St Clare schools, places will be allocated to current Trust schools first, but there will be 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 26<sup>th</sup> 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.

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### 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@stclarecma.org.uk](mailto:payroll@stclarecma.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 1<sup>st</sup> 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 stakeholders.

### 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.

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@stclarecma.org.uk](mailto:payroll@stclarecma.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.

### 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 4<sup>th</sup> March.

### Items from previous bulletin

#### St Clare Trust Inset Day

Thank you to everyone for making the Trust INSET such a success. It was wonderful to see the whole Trust gathered together and the army of people who made it a success is in itself a real reflection of the strength we have as a Trust.

We are working through the feedback and input on 'belonging' at the moment.

We have had a number of requests for access to the presentations from the workshops; we will be creating a shared area for these.

We are asking that you find some time for all staff in your school to be able to have a 30min conversation about the INSET day; Sharing what stood out for each person and also asking for ideas about how the Characteristics of Excellence can be used in their work in their school. This could be a whole staff discussion, or could happen in smaller groups or teams, whatever will work in your school. We will send a conversation starter to make this as easy as possible, but I wanted to give you some notice so you can think about how and when these conversations could happen in your school.

#### Heads' Forum – 17<sup>th</sup> March 8-12 @ Pastoral Centre

Please make sure that you have the next Heads' Forum in your diary for 17<sup>th</sup> March so that you are able to attend. 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.

#### 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.

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### TWiTCH Programme for Nurseries - funded trial launch

We have been contacted about an EEF-funded trial in Early Years. Details are in the attachments if this is of interest.

### Open Workshop

Sarah Eady has shared a flyer with us about a Wellbeing training day by Jenny Mosely.

Jenny is working with St Ann's, and Sarah is happy for you to get in touch with her if you would like to know more.

### 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](mailto:rachel.wood33@outlook.com)