

## Head Teachers' Bulletin 1<sup>st</sup> May - 2026

### Upcoming Events

5<sup>th</sup> May – Heads' Forum

7<sup>th</sup> May – DSL Working Group – Trust Staff Safeguarding Curriculum 1.30-3.30  
Pastoral Centre

14<sup>th</sup> May – SCITT Headteacher/ITT Coordinator event 3.30-4pm online

15<sup>th</sup> May – Families First Session 1pm @ Pastoral Centre

19<sup>th</sup> May – Good Shepherd / Trust Workshops

8<sup>th</sup> Jun – SEND Network 2-4pm @ Pastoral Centre

9<sup>th</sup> Jun - New Starters Trust Induction - 3.00-4.15pm @Pastoral Centre

Date TBC – Trust Choir Rehearsal day

### Actions from this bulletin

[Actions from previous bulletin](#)

### New Updates (since last bulletin)

Heads' Forum – 8-12 @ Pastoral Centre Tue 5<sup>th</sup> May

I am looking forward to seeing you all at the Heads' Forum next Tuesday.

The main focus for the business section of the meeting will be our organisational design review.

We will be joined by Laura Williams from the confederation of school Trusts who will be leading a discussion with you to draw your perspectives into the organisational design work. As explained in my recent email, this work will inform next steps in shaping the central team, including school improvement, as well as wider development of the way we work as a Trust.

We will also be presenting thinking about how we work trust led training and other activity alongside school led work next year – we will be keen to take your feedback.

### OnlineSCR Implementation

Please see text of email sent to all DSLs yesterday

Thank you to everyone for your continued support with the migration to OnlineSCR.

We have had really good attendance at the user training this week - thank you for supporting attendance at this.

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I have received the OnlineSCR user guide - this is attached. I've also reattached the guidance circulated previously in relation to the Trust-wide settings that will be applied to different staff types for new additions to the SCR from next week. Please ensure that all those maintaining the SCR for your school have a copy.

Following the migration work so far, it is clear that there is still some work that each school needs to do in order to ensure that all of the required information is transferred from existing school records to the OnlineSCR platform.

Given the importance of the Single Central Record document, we want to make sure we are avoiding errors being introduced in rushing to meet a deadline. We are therefore going to relax the implementation timeline slightly.

Therefore:

From Tuesday 5th May we will do a soft launch of OnlineSCR. During the period from 5th May until half term, please maintain both your existing (Excel-based) SCR and OnlineSCR until such point as you have no gaps in your OnlineSCR (ie everything is 'green' or 'brown'). At this point, please let John, Heather and Anita know, and you should move to maintaining just your OnlineSCR.

By Monday 1st June (first day back after half term) you must have resolved all gaps on your OnlineSCR and have moved across to OnlineSCR. At this point you should no longer be using your Excel-based SCR.

Any questions with resolving any gaps in the OnlineSCR, please contact Heather in the first instance.

Thank you again for your support

### 19<sup>th</sup> May Good Shepherd Trust Event

Minutes from the most recent Prayer and Liturgy Coordinators Network meeting are attached for information.

The agenda included planning for the 19<sup>th</sup> May Trust event following the Good Shepherd celebration. Prayer and Liturgy Coordinators have information about the format and timing of the event, and the role their staff will need to play in facilitating the running of it. We will be sending round final details (with their suggested tweaks to the planning) to Prayer and Liturgy Coordinators during the coming week.

### St Joseph's Rawmarsh

Attached with this bulletin is an advert and job description with person specification for the headteacher maternity leave secondment. Please share this with anyone you think may be interested. If you have any colleagues who are interested, please let Steve know.

### Trust Choir Rehearsal

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There will be a Trust Choir rehearsal on either Thursday 18<sup>th</sup> June or Thursday 2<sup>nd</sup> July (we are waiting for availability of the Cathedral to be confirmed before we know which date it will be) Work will begin on the music for the Trust Mass in October. More information and clarification of date to follow.

### Families First Partnership programme information session 1pm 15<sup>th</sup> May

John Mansergh is repeating for our DSLs a session he led during the Easter break. The event focused specifically on the planned response to this programme in Sheffield, but also covered the programme more generally. This is a major area of reform that will have an impact on the role and voice of schools and DSLs particularly in multi-agency safeguarding.

### School Improvement Visit 3

Anita will shortly be booking in school improvement visits for John and Fiona. These will take place across w/b 11/5, 18/5 and 1/6. The format is similar to usual - a review of the headteacher report and paperwork using the proforma attached to the bulletin, and a walk around school, focussing on an aspect that is aligned to your school improvement priorities.

### Revised Financial Planning Assumptions

As per our normal process we have now produced a set of revised financial planning assumption for all St Clare schools, these will be emailed out to you under separate cover.

Please note we are still awaiting DfE updates on the number of funding streams, details of these will be provided as and when updates are made available.

If you should have any questions, please do not hesitate to contact the shared services team.

### Leave of Absence (LOA) Working Document

We have produced an outline schedule and policy document with reference to LOA and would be grateful if headteachers could review and provide feedback.

These are currently working documents and a finalised version will be shared prior to distribution to the JCNC for consultation.

Documents will be forwarded to you shortly, please send your feedback to [abashir@stclarecma.org.uk](mailto:abashir@stclarecma.org.uk)

### Expenses Policy

St Clare's new expenses policy was approved by the FARC this week and will be distributed to headteachers and SBM early next week.

The shared services team will be available next week if anyone should have any questions regarding the policy.

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### Maths provision planning for 2026-2027 – message from Vicki John Lewis

It's been really encouraging to see continuing engagement in the Maths Hub offer across schools this year, and how this has strengthened our collaborative work across the Trust. We're keen to build on this momentum and continue supporting you in making the most of the opportunities available.

John and I have been reviewing the Maths Hub offer for 2026–2027 and to support you in identifying which aspects of the offer will best align with your school's maths priorities next year, we believe the most effective next step is to arrange individual online meetings.

These conversations will provide a fuller understanding of your context and priorities, allowing for more tailored recommendations about the most appropriate opportunities within the Maths Hub offer. They will also support the development of a clear overview of priorities across the Trust, helping to facilitate stronger collaboration by connecting schools with similar focuses.

Please use the booking link below to arrange a meeting at a convenient time. If you have any difficulty finding a suitable slot, don't hesitate to get in touch ([vjohnlewis@stclarecmat.org.uk](mailto:vjohnlewis@stclarecmat.org.uk))

#### **How to book**

Please follow this [link](#) and select 22nd May on the calendar. Please select your chosen time and add your details which will then automate the joining link to your emails.

#### STEM Workshops (see attached flyer)

This has been recommended by one of our Associate Schools and may be of interest. If you want to find out more before contacting them, please contact Christie at St Joseph's Rawmarsh.

### **Items from previous bulletin**

As I shared at the Heads' briefing on Monday, over the Easter period Kev Smith took the decision to step down from the board of Directors for personal reasons. Kev has served St Clare as chair from the formation of the Trust and before that, he served our Catholic schools as chair of governors at St Marie's. His commitment, vision and care have been at the heart of the formation and establishment of our Trust and I know colleagues will join me in thanking Kev for all he has given to our schools. Matt Davis, who has served as vice-chair has stepped into the role of Trust chair.

I also shared at the Heads' briefing that Fiona has taken the decision to retire at the end of this academic year, following her retirement from St Catherine's last year. Fiona does not want to make a big deal of this decision and she remains incredibly busy and committed to the work at hand through the summer term. John and Fiona have worked on a plan for managing school improvement work over the autumn term and we will look to add to school improvement capacity from January, but will not go immediately to advert. As we are reviewing the organisational structure of the Trust, it makes sense to take this opportunity to

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consider what the need will be over the coming years to inform the design of the role or roles that we seek to recruit.

### Recruitment

You will have seen the adverts for the three roles I spoke about before the Easter Holiday.

The Trust Safeguarding Lead is a permanent role, open both to colleagues in the Trust and beyond. This is the next step in the development of Trust wide work on Safeguarding and will add further leadership and capacity to the strategic oversight, monitoring and evaluation and support for DSLs in management of complex cases.

The secondments to Trust Lead for Curriculum Excellence and to the Lead Professional roles are all rooted in the work on our Characteristics of Excellence and are designed to add capacity in current areas of school improvement work. These roles are open to colleagues in our Trust schools and in our associate schools and will be fixed term secondments until the end of next academic year.

We will circulate updated copies of the advert and job specification which make more clear the time commitment for these roles. The Trust Lead for Curriculum Excellence is a 0.5 FTE role, where the lead professional roles will each be expected to give around 20 days to the Trust work. We have also clarified that the salary for the Trust Lead for Curriculum role will be considered depending on the successful candidate, taking into account their substantive level of responsibility and salary and the level of experience that they bring.

As these are seconded roles, it is essential that anyone who applies does so with the support of their headteacher. I ask heads to consider colleagues in your schools who you believe could do any of these roles well and how this could be supported in your school, thinking in particular about other opportunities it may bring to develop others.

### Policy Review

Over the summer we will be consulting with unions on Trust wide leave of absence policy, which will replace the school level policies, following approval by the board. Colleagues in our shared services team have been working on a draft and will be seeking feedback from you before finalising a copy for consultation with unions. Please look out for the draft and respond with your thoughts as soon as possible. Please also share it with any colleagues in school who you think would be able to add a helpful perspective.

We are also conducting our annual review of the Pay, Appraisal and Capability policies over the summer term. The biggest statutory change is the requirement in teachers' pay and conditions to explicitly identify which TLRs are full time and which are part time. Once this is done, TLRs will be paid as defined, whether or not the TLR holder works full time or part time. We are developing the principles that will determine how we make this definition, looking at how this change is being applied nationally. Again, we will be coming out to you to ask for your input into this work. It will be particularly helpful if you can highlight any issues in your school where this change could be helpful or where it may be challenging as this will help to ensure that the principles are grounded in what works in school.

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### New Starters Trust Induction - Tuesday 9th June, 3.00-4.15pm Pastoral Centre

We are piloting a new starters Trust induction session. If it is successful we would be aiming to replicate this on a termly basis for staff who have joined the Trust within the previous term.

The aims of the induction session will be to:

- Help new starters form connections to the wider Trust
- Ensure that new starters understand the why of the Trust
- Ensure that new starters have a good awareness of the distinctive nature of the Trust
- Ensure that new starters know some key basic information about the Trust.

We will be inviting all staff who have started at a Trust school since the Trust INSET day. They will be receiving a direct invitation via their school email after the Easter break, but we wanted to make sure that you are aware of this date.

We would welcome any feedback on this to inform plans going forward.

### SCITT Headteacher/ITT Coordinator Information Event – 14<sup>th</sup> May 3.30-4pm online

Advance notice that we have added this event to the calendar in order to:

- Revisit our shared mission and purpose through the SCITT partnership
- Explore the vital role that mentors play within our SCITT partnership and the developmental opportunity that this provides for existing teachers
- Share key dates for the year ahead.

Please keep an eye out for an invitation email.

### Aspiring Leaders Programme

Thank you to all mentors for providing your availability to support with the final presentations for our Aspiring Leaders that are taking place w/b 22<sup>nd</sup> June. We will be sending the schedule for these out during the next week.

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

Please see information below from Rachel Wood.

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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)