



The news and information bulletin from the A & B Diocesan Education Service



July 2016



Director's Letter

Dear Colleagues,

As another academic year draws to a close, there is just time to pause for a moment and look back over the past twelve months. There is much for us to celebrate! Since the diocesan launch of the Year of Mercy on 9th December at our conference at the Arora Hotel in Crawley, we have seen the Year of Mercy celebrated in varied and wonderful ways by schools across the diocese. What has been patently clear is that the Year of Mercy and its associated values are deeply embedded in our schools. It has been a great privilege to see this; the team and I are very grateful for opportunities we have been given by schools to share in some of your celebrations.

Special mention must be made of the children moving on from primary to secondary schools, and to those young people who will be leaving our schools to take up new opportunities in the world of work or higher education. I hope they will look back on their time at their current school with great affection and will look towards this next step with confidence, excited by the challenge of a new environment. We all trust that the firm foundations laid down in our Catholic schools will be a source of strength and comfort throughout life.

Fifty-seven schools gathered at Arundel Cathedral on 22nd June 2016 for the annual Good Shepherd celebration led by Bishop Richard. This was a wonderful day and even the changeable weather did not dampen our spirits! Many enjoyed a free tour of Arundel Castle in the afternoon thanks to the Duke of Norfolk's generosity and enjoyed picnicking in the beautiful grounds. A cheque for £13,591.89 was presented to Sheila Isaacs, Missio Education Manager, reflecting the significant amount collected this year by Arundel & Brighton schools. Thank you as ever for your very generous support of our nominated charity, Missio.

Our CPD Booklet for 2015-16 is currently at the printers so, in advance of the booklet, we are sending a list of diary dates to schools. One of the key early dates will be Friday 23rd September when Headteachers are invited to spend a day at Worth Abbey on a Retreat led by the Bishop. The theme will be 'Placing Christ at the centre.' Last year's Retreat for Headteachers was extremely well received and I hope colleagues will prioritise this date when planning the diary for next term. A moment of quiet contemplation in a world of ever-increasing pressure is not a luxury, it's absolutely essential! We hope to see as many Headteachers as possible at Worth on 23rd September.

The *Alpha Beta* at this time of year is a wonderful opportunity to say a heartfelt thank you to those colleagues either moving on to pastures new or retiring. Congratulations to Steve McGinley, (Acting Headteacher, English Martyrs, Goring) and Debra Turner (Headteacher, St Francis of Assisi, Crawley) who are moving on to pastures new. We have some long serving heads retiring at the end of term, including Anne Hudspith (Headteacher, St Robert Southwell, Horsham), Annie Loveder (Headteacher, St Cuthbert Mayne, Cranleigh) and Joe Peake (St George's, Weybridge). Without exception they have been wonderful, inspirational Catholic leaders and each will be missed enormously. To all who are retiring or moving on from our schools, thank you for the huge contribution you have made to the lives of the children and young people in your care.

Last and most certainly not least, we would also like to pass on our congratulations to headteacher Ann Gunn, the staff and governors at St Polycarp's Catholic Primary School in Farnham on becoming the first primary school in the diocese to be awarded Teaching School status. This is very well-deserved and exciting and we look forward to the development of St Polycarp's Teaching School Alliance.

Thank you to every single member of the school communities for all you do. May each and every one of you enjoy a very well earned (and hopefully sunny) Summer break!

With very best wishes,
Marie Ryan

Year of Mercy Good Shepherd Celebration at Arundel Cathedral – 22 June 2016



As part of the celebration to mark the Year of Mercy, the 2016 Good Shepherd celebration took place at Arundel Cathedral on 22 June. Schools made a pilgrimage walk through the grounds of Arundel Castle before entering the Cathedral by the Holy Door.

Bishop Richard lead the joyous celebration which featured wonderful music including a specially written hymn by Chris Donovan, headteacher at St Anne's Catholic Primary School in Banstead.

Schools in the Diocese of Arundel and Brighton raised over £13,000 for Mission Together; Bishop Richard (see picture above) presented a cheque to Sheila Isaacs and Fr Tony Chantry. In the afternoon and despite the weather, schools enjoyed picnics and tours of Arundel Castle.

Updated Diocesan Admissions Guidance 2016

Updated Diocesan Admissions Guidance will be published this summer. The finalised version will be uploaded to the Education Service website in the next few weeks. The updated Guidance includes new model policies and new model Supplementary Information Forms (SIFs) - four options for primary schools and four options for secondary schools.

To talk through the changes, Simon Parr is carrying out eight deanery group meetings between 4 July and 15 July 2016. All maintained schools have been asked to attend as schools will shortly (i.e. this term or early next term) need to start reviewing and developing their admission arrangements for 2018 entry based on the model policies and SIFs. Schools will be expected to use one of the models as the basis for their admission arrangements for 2018 and beyond.

Please contact Simon Parr (01293 511130) or simon.parr@dabnet.org if you have any questions.

Buildings Matters

As schools embark on planning for summer buildings projects, a couple of reminders of things to consider:

Construction Design Management (CDM)

Several schools are now recognising that there is little need for a consultant to be involved in relatively minor projects – thus making the available funding stretch further. However, schools do need to be mindful of their responsibilities under CDM regulations.

These are not onerous, but do need to be formally addressed. There is a very good resource at <http://www.hse.gov.uk/construction/cdm/2015/index.htm> with a one-page summary of the essentials.

Guidance on the regulations is available at: <http://www.hse.gov.uk/pubns/books/1153.htm>. It is essential reading for those responsible for buildings projects and is free to download. A good checklist of things to do is: <http://www.hse.gov.uk/construction/cdm/2015/commercial-clients.htm>

But the best resources are at:

<http://www.hse.gov.uk/construction/cdm/2015/commercial-clients.htm> - there is a free app for iOS or Androids which will generate the “construction phase plan” and a raft of other resources, including a summary on four pages at:

<http://www.citb.co.uk/documents/cdm%20regs/indg411%20need%20building%20work%20done.pdf>

Asbestos

In a survey carried out by the HSE in 2011, they found that:

- 55% of schools had a full understanding of who the dutyholder was and a further 32% had a broad understanding. 13% had a limited understanding.
- Voluntary-aided schools had the highest proportion of respondents with a full understanding of the Regulations (58%).
- 91% of schools had carried out a management survey with the most common method being a combination of sampling and a presumption that materials do contain asbestos (55% of all schools), followed by sampling alone (30%).
- 32% of schools had a fully-comprehensive asbestos management plan (AMP). However, 31% of schools had no written AMP.
- Only half of all schools had a comprehensive system in place to ensure that anyone, who might disturb asbestos-containing materials (ACM), is provided with information about any asbestos present. In 12% of schools, there were not any recognisable management systems in place to ensure this.

The Department for Education published a survey earlier this year, trying to get an up-to-date picture of the level of understanding in schools regarding asbestos in their premises. Several schools in the diocese appear not to have responded to the survey – we are writing separately to these schools to encourage them to do so when they are approached again later this year (we have asked the Department to confirm the e-mail addresses used, and are still waiting for a response to that!)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417033/asbestos_management_guidance.pdf (n.b: their typo, not ours!) is only a dozen pages and well-written. All schools DO need to ensure that they understand the potential for asbestos to lurk in any school built before 1999 (when use was banned). There is a checklist especially for schools at: <http://www.hse.gov.uk/services/education/asbestos-checklist.pdf> – please do use it!

And if you need any support in going about this, please ask the diocesan Buildings Officer, Mark Brunet. In the meantime – if you don't know there is no asbestos, assume that there is! You find it in the most unlikely places (the cement holding floor tiles down, for example). So, if you need a sample taken before starting work – get it done now!

New Course Booklet for 2016-17

The Education CPD Handbook 2016-2017 is being distributed to schools shortly; an electronic version is available now on the Education Service website.

This year there are many new additions to our course provision including local training sessions for School Business Managers and Clerks to Governors at venues across the diocese. The new Handbook also includes a more comprehensive programme of courses to support the teaching of religious education, including the introduction of phase specific planning workshops for primary colleagues with the responsibility of teaching the 'Come and See' programme.

Following the enormous success of the Headteachers' Retreat last year, we will once again be opening our year with a Cross-Phase Headteachers' Retreat with Bishop Richard on Friday 23rd September entitled 'Placing Christ at the Centre'.

Education Sunday 2016 – “All are welcome”

We are pleased to inform you that the Catholic Education Service has produced a range of resources for Education Sunday 2016 to be used in parishes and schools.

This year, Education Sunday falls on Sunday 11th September, a shift to the start of the academic year for the first time. We hope this will give schools and parishes the opportunity to forge strong bonds from the start of the academic year.

This year's theme for Education Sunday is 'All are welcome'. The resources this year include:

- A letter of support for Education Sunday from Archbishop Malcolm McMahon OP
- Mass /Liturgy booklet (11th September)
- Information and Reflection Resources booklet
- Catholic Education Information Leaflet
- Infographic about Catholic Education to share on your website and twitter
- Social media guide, with sample tweets and hashtags
- Sample invitation for teaching staff and volunteers to Mass
- A 'Wednesday Word' free sample for the Education Sunday readings

These resources will be available on the Education Service website as well as the CES website: www.catholiceducation.org.uk

Note to Clerks

Clerks Forums

Thank you to all clerks who attended the Forum on 12 May. For the next academic year i.e. from the Autumn term, we will hold these regionally (North, West and East). Hopefully this will enable more clerks to attend these important forums as distance will not be such an issue. The Summer Term (2017) Forum will take place centrally at DABCEC. Details of dates and venues will be communicated shortly and will be included in the CPD Handbook. If there is anything you would like covered at these forums please let us know.

CPD Handbook

The CPD Handbook will be sent to all schools and Governing Bodies before the end of term. Please look out for this and draw it to the attention of your governors. It lists all the training provided for the next academic year. Please encourage your governors to attend relevant training.

Terms of office and re-appointments 2017

As you are aware Foundation Governors are appointed for a four year term of office that commences from the date of appointment. Historically, regardless of appointment date, all Foundation Governors came to the end of their term of office at the same time, and all were required to be re-appointed at the same time.

Appointments do not now all happen at the same time. However, the impact of this old re-appointment cycle is still being felt and, as a result, August 2017 will see a large number of Foundation Governors coming to the end of their term of office. It is vitally important that the Diocese has up to date accurate records of existing governors, particularly Foundation Governors. Please check your database and start the re-appointment process early. With the additional task of DBS checks and the process of seeking references, re-appointment can take several weeks.

Foundation Governor resignations

Additionally we want to remind clerks that Foundation Governor resignations should be notified to Gill Sajnog in writing (an email will suffice). If a Foundation Governor resigns please ask for this in written format and forward to gill.sajnog@dabnet.org

Year of Mercy: Secondary School Pilgrimage to Arundel Cathedral Feast of St Philip Howard – Wednesday 19 October 2016

As part of the Diocesan celebration of the Year of Mercy, Bishop Richard has invited all secondary schools in the Diocese to join a pilgrimage walk from the Whiteways junction to the Cathedral, culminating in Mass at the Cathedral.

Full details will be shared early in September but please put the date in the school diary and begin to consider who might attend to represent your school. At this stage, in round terms, it is envisaged that perhaps 30 can be accommodated from each school.

There will be a range of opportunities for schools to participate in the liturgy, which it is hoped will also include a procession. An area of the Cathedral where artefacts, pictures and texts that reflect the Year of Mercy and St Philip Howard will be displayed is also planned.

If you have any enquiries or wish to offer practical help on the day, please contact Peter Ward on 01293 511130 or info@dabnet.org

Secondary School Interim Monitoring Visits

In line with other Catholic dioceses of England and Wales a decision has been made to introduce Interim Monitoring Visits for secondary schools approximately two and half years after the previous Section 48 inspection, as is being introduced with primary schools. This was explained

and discussed at the recent Secondary Heads of Religious Education meeting. A valuable discussion took place that explored in particular the scope of the Visit, concluding that it should embrace all three areas covered by a Section 48 inspection but with a more focused approach in line with what is possible in a one-day visit.

These Visits would complement a regular programme of support visits so that all secondary schools should expect at least one visit a year from the diocesan adviser.

Ten Ten (Mark)

Primary school children throughout the UK have been learning why certain people chose to follow God's call to become priests and sisters by engaging in an innovative new project from the Catholic education organisation, Ten Ten.

Ten Ten is an award-winning Catholic theatre company and educational organisation established in 2007. They deliver a Relationship Education programme for children in primary and secondary schools as well as with parents and teachers.

'The Gift of Priests and Sisters' is an interactive assembly resource for Catholic schools which has been produced in partnership with the National Office for Vocation to celebrate Good Shepherd Sunday. Ten Ten interviewed a wide variety of priests, sisters, brothers and deacons, as well as Cardinal Vincent Nichols, who each shared personal stories about God's call in their lives, what they enjoy most about their ministry, what is challenging and what sports and hobbies they like.

The stories were included in an assembly for children which led them to pray for priests and sisters, and to pray for more vocations. Ten Ten director Martin O'Brien said: We were very moved by the evident passion and joy demonstrated by so many priests and sisters. For many children and young people, those in ministry can sometimes seem remote, but this assembly helped them to think of priests and sisters as human beings. Hopefully it also helped some of them to think about the possibility that they could also have a vocation to the religious life one day. Ten Ten Resources is a new subscription service for Catholic schools. A supplementary document, which provides a summary of the responses called 'The Gift of Priests and Sisters', has been made freely available on the Ten Ten Resources website.

To download the document, visit: www.tentenresources.co.uk/vocations.

Diocesan Education Service Website

The Diocesan Education Service's website (www.abeducationservice.org.uk) has been online since January 2015. We hope that you frequently visit the site and feel that the site has the content and functionality you need.

The website also looks to celebrate Catholic Education. We would therefore welcome schools submitting good news stories/photos which will be incorporated into the 'News' area of the website.

To submit a story (and photo), please go to bottom right hand section of the 'Publications' page of the website.

As mentioned previously, the facility is also available on the website for schools to post any vacancies the school might have open. Many schools are already using this facility which can be accessed through the 'Recruitment' section of the Education Service website.

We look forward to hearing from you!

Appointments

NEWLY APPOINTED HEADTEACHERS		
Name	School	With Effect From:
Annie Sutton (Executive Principal)	St Joseph's Specialist School and College, Cranleigh	April 2016
Kate Licence	The Marist Catholic Primary School, West Byfleet	September 2016
Toria Bono	St John's Catholic Primary School, Horsham	September 2016
James Field	St Robert Southwell Catholic Primary School, Horsham	September 2016
Natalie McCarthy	St Cuthbert Mayne Catholic Primary School, Cranleigh	Interim Head September 2016 – July 2017

Vacancies

HEADTEACHER VACANCIES		
Post	School	
	Primary	
Headteacher	Annecy Catholic Primary School, Seaford	(Jane Thompson, interim Acting Headteacher)
Headteacher	St Pancras Catholic Primary School, Lewes	(Michelle Lord, interim Acting Headteacher)
Headteacher WEF April 2016	English Martyrs Catholic Primary School, Worthing	
Headteacher WEF Sep 2016	St Francis of Assisi Catholic Primary School, Crawley	(Yvonne Mundy, interim Acting Headteacher)

Please do not hesitate to contact the school/Education Service if you would like to discuss any of the above posts in confidence.

And finally ... Thank You to:

The end of the summer term always brings some sad farewells. The names listed below have served Catholic education for many, many years and have made such a difference to children and colleagues; their influence is inestimable. Thank you from the bottom of our hearts to:

- Anne Hudspith, Headteacher, St Robert Southwell, Horsham (retiring)
- Annie Loveder, Headteacher, St Cuthbert Mayne, Cranleigh (retiring)
- Joe Peake, Headteacher (St George's, Weybridge)
- Steve McGinley, Acting Head, English Martyrs, Worthing (leaving to take up a new post)
- Debra Turner, Headteacher (leaving to take up a new post).