



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



November 2016



Director's Letter

Dear Colleagues,

I hope you have enjoyed the half-term break and are feeling refreshed and ready for the lead-up to Christmas! As ever, the last two months have been very busy for schools across the diocese. I hope the recent half-term has afforded staff and governors alike the opportunity to have a breather and to take stock of not only what still needs to be done, but how much has already been achieved in school since the start of the new academic year!

Over the past year, a new cohort of Section 48 Inspectors has been trained and commissioned and they will be shadowing Section 48 inspections before becoming a full member of an Inspection team. I am extremely grateful both to our experienced, and our new Section 48 Inspectors for their energy, commitment and time. The work they undertake on behalf of Bishop Richard is hugely important and greatly appreciated. Section 48 Inspections are rigorous but also afford the opportunity to celebrate the wonderful things that make Catholic schools so distinctive. We wish all our schools due a Section 48 inspection in this academic year the very best of luck!

In addition to Section 48, a number of diocesan schools are currently preparing for Ofsted and anxiously awaiting 'the' phone call from Monday morning to Wednesday lunch time each week! You may not be aware that earlier this year Ofsted published three short videos to help governors understand their roles in inspection, entitled '*What Governors Can Expect on Inspection*'; '*What Questions Governors Might be asked by Inspectors*'; and '*Governors in the Final Feedback Session*'. The longest video is just 4 minutes long and can be found by following the link below: www.youtube.com/watch?v=g6vySUUIPhs&index=21&list=PLLqzBnUkspPSOT9_ZnPUviGtIRdSfk36

As mentioned in the last edition of the *Alpha Beta*, the Diocese warmly welcomed the Government's proposal to remove the cap on faith-based admissions for free schools/new academies. Currently, the arbitrary cap prevents the Church from meeting the demand from Catholic parents for Catholic places through new school provision. Please see the item on page 3 asking schools (and as many individual teachers and parents as possible) to respond to the Government's consultation, '*Schools that work for everyone*'. A significant volume of positive responses to the removal of the cap from the whole Catholic community will help to ensure that the proposal is carried through.

We have several CPD events in November which are filling up fast and we are already nearly fully booked for the Monday 21 November seminar on 'Outstanding Governance - support and challenge in a Catholic school'. If you would like to secure one of the last places on this course please contact Gill Sajnog at the earliest opportunity.

Lastly, I recently came across this quote from Pope Francis which I thought might be of interest: "Education cannot be neutral. It is either positive or negative; either it enriches or it impoverishes; either it enables a person to grow or it lessens, even corrupts him. The mission of schools is to develop a sense of truth, of what is good and beautiful."

We are so blessed in Arundel and Brighton that our schools and academies are places of positive enrichment where our children and young people grow and flourish as a result of parents', leaders', staff and governors' talents, hard work and commitment. As ever, my colleagues and I are so grateful for all that you do in support of Catholic education. Thank you.

Best Wishes,

Marie Ryan

Using the new models in the Diocesan Admissions Guidance

At the end of August, the Diocese published updated Admissions Guidance, which was applicable with immediate effect. The new Admissions Guidance, including model policies and supplementary Information Forms (SIFs), is available in the Resources section of the Education Service website.

One of the reasons for the updated Guidance and new models is to make them even more robust in the light of Local Authority comments and recent adjudications. A second major reason is to keep a consistent style and format for admission arrangements across all schools in the Diocese. This will make the process much easier for parents but will also prove easier for schools, priests and local authorities. **We therefore ask all schools to cooperate in this endeavour by inserting the school's logo in the applicable spaces and maintaining the style/formatting of the documents.**

What schools need to do now for 2018 Admissions ...

1. Schools need to select one of the four diocesan model policies and SIFs. If schools have any questions, please contact Simon Parr at simon.parr@dabnet.org.
2. **Using one of the models, schools need to go out for consultation on their proposed admission arrangements for a minimum six week period between now and 31 January 2017 (... so time is pressing).** The Admissions Code highlights the statutory consultees (which include the LA and Diocese). If schools are in any doubt about who they need to consult, please contact Simon Parr on 01293 511130 or at the above email address. The consultation must be posted on the school website.
3. At the end of the consultation period, the governors will need to consider the responses to the consultation, if any have been received. They will then need to formally determine their 2018 admission arrangements by **28 February 2017**.
4. Governing bodies are required by statute to send their determined arrangements to the Local Authority and the Diocese and other consultees by latest **15 March 2017**. They must also post the determined arrangements on their website by the same date.
5. Schools, if they are using distance measurement as a tiebreak will need to use the applicable wording for their Local Authority. Contact Simon Parr if clarification is needed.

Important new additional information for 2018 Admission Arrangements

The model policies in the updated Guidance contain an 'Other Christians' criterion. Unlike previous Diocesan Guidance, there is currently no definition or list of what constitutes 'Other

Christians'. This was because at the time the models were drawn up in the summer, Churches Together in England, the Schools Adjudicator and the Catholic Education Service (CES) had not reached agreement on the way forward.

We are pleased to advise that agreement has recently been reached. We expect to receive the appropriate wording from the CES in the next few weeks. Schools using this criterion should then use the new wording/note in your policy for 2018-19. Please note that if you have this criterion in the policy at the time of consultation, as the new wording is a clarification, it can be added in after consultation and included in the school's determined arrangements. The model policies will be updated as soon as wording is received and schools notified.

DfE Consultation: 'Schools that work for everyone' ...

... Please respond ... in particular to the proposal to lift the 50% cap on faith-based admissions for free schools and new academies

... CLOSING DATE: 12 December 2016

We would ask each Catholic school in the Diocese to respond to the DfE consultation and for schools to also encourage as many teachers and parents from the school to respond individually, and in particular to welcome the removal of the 50% cap on faith-based admissions.

Please note responses do NOT have to answer all the questions and can focus on a particular section (for example the removal of the 50% cap). To submit a response, please visit: schoolsystem.consultation@education.gsi.gov.uk

To assist with this, the Catholic Education Service (CES) has produced a document outlining the Church's position to the Government Consultation: 'Schools that work for everyone'. This has been produced in collaboration with Catholic Universities, CISC (Catholic Independent Schools Conference) and using responses from dioceses. The document outlines the CES position for the five sections – Faith schools, Families who are just about managing, Universities, Independent schools and Selective schools. The CES position on the other sections is included in case some schools wish to respond to those as well. The CES document can be found on the Diocesan Education Service website at: www.abeducationsservice.org.uk/Resources under either the headteacher or governor section.

The DfE consultation document itself can be found at: <https://consult.education.gov.uk/school-frameworks/schools-that-work-for-everyone/consultation/intro/view>

The closing date for responses is **12 December 2016**.

Many thanks again for your help with this.

Compliant School Websites

The school website is the Inspectors' first window into a school. A recent survey of a cross-section of diocesan school websites revealed many excellent websites, but has also highlighted the fact that some are still not compliant.

It is appreciated how demanding it is for schools to keep information up to date, but ensuring that there is allocated time and resources to do this will pay off dividends. You will find the latest regulations to support you in checking you are compliant with the new regulations on www.gov.uk/guidance/what-maintained-schools-must-publish-online.

Please take the time to ensure your website meets the criteria. Changes to the information you must include about KS2 and KS4 assessment have been introduced because of the way performance measures are changing. There are also changes to the information you should publish about the pupil premium, as well as new sections required on the school's complaints procedure and KS5 results. We would therefore advise schools to undertake a full review of how their website is managed and resourced.

School Efficiency Metric Tool

This useful tool has now been launched on www.gov.uk. It will provide you as leaders and managers of an indication of your efficiency compared with similar schools. The tool is accompanied by a user guide and a methodology. The tool itself is an Excel spreadsheet, which needs to be used in conjunction with the user guide. It enables you to see how your school compares to statistically similar schools in terms of value added and income.

Governing Bodies may find it helpful to nominate one governor to look at this document and provide a brief report to the board on how your school compares with others and whether any changes are needed to improve further.

Building Matters

Asbestos

There have been another couple of instances recently where schools have discovered asbestos during building works. Do remember – it is much better to know this beforehand, rather than to discover it after a project has started.

Every school should have an asbestos register and, if in doubt, you should assume that asbestos is present. It is the legal duty of the school to inform the contractor of any asbestos in the building, before work starts – and also any of your staff who may be involved in disturbing the fabric of the school – even drilling a hole in a wall.

The use of asbestos has been banned in buildings since 1999, but was very common up to then! And, just for reassurance, asbestos is perfectly safe as long as it is not disturbed...

LCVAP applications

Applications for LCVAP funding for next year have been flooding in to the Education Service; many thanks to all for the considerable amount of work which has gone into preparing some very clear and concise project outlines.

During the rest of this term, we will be visiting some of the schools who have made applications, to make sure that we understand what is proposed and the rationale for the proposal. And also, of course, to catch up with any other issues you have!

The panel of headteachers who will consider how to prioritise the bids will meet round about Christmas; we anticipate Diocesan Finance Committee approval at their meeting on 13 March and will notify schools of the outcome of their bid on 14 March 2017.

Academies do not qualify for LCVAP, but the Xavier CET will be undertaking a similar process for their academies regarding the “School Condition Allocation” which goes to the MAT.

Business Managers' Forum

It was a delight to travel around the diocese in September; particular thanks are due to Gavin Chalmers, from Zurich Insurance, for attending to share his experience of risk management. Resources are now on the SBM website.

Many thanks as well to St Peter's, Guildford, St Philip Howard, Barnham and St Thomas a Becket, Eastbourne for hosting the meetings – and for some excellent refreshments.

Note for your diaries – the next Business Managers' meeting will be at 10.00 am on 2 February 2017 at DABCEC when we hope to have people from the Xavier MAT sharing their experiences of conversion to Academies; it is not too early now to book at:

<http://www.abeducationservice.org.uk/ViewArticle/?section=Courses&id=491> !

We look forward to seeing you then. Mark Brunet, Buildings Officer (Mark.Brunet@dabnet.org)

Thinking of Headship?

Calling all those contemplating headship in a Catholic school!

A fully comprehensive programme designed specifically for aspirant Primary and Secondary leaders considering how to make the next steps towards headship is being run by Programme Director Ani Magill, CEO of the Xavier Catholic Education Trust.

This new programme is FREE; all costs, including supply, are covered.

For further details, please see the Flyer attached to this edition of the *Alpha Beta*.

Note to Clerks

Clerks to school governing bodies in the diocese should all have received a letter from the Education Service regarding Foundation Governors' terms of office, copied to the Headteacher and Chair of Governors. Please see the extract in the box below.

Clerks are asked to look carefully at the detail for your school, held by us, and to let Gill Sajnog know of any discrepancies or amendments as soon as possible. **In light of the number of appointments and re-appointments that need to be processed before the end of the academic year, Gill would be grateful for your early attention to any action required for your school.**

Going forward into the future, please make sure you keep us updated as soon as possible of changes in the governing body, remembering also that Foundation Governors are appointed by the Bishop and therefore resignations should be copied in writing (email will suffice) to the Diocesan Education Service without delay.

*As you will be aware, many of the Foundation Governors within our Diocesan schools will be coming to the end of their term of office on 31st August 2017. Those who wish to be considered to serve a second term of office will need to complete a **yellow** form. If you have any new applicants who wish to be considered as a Foundation Governor from September 2017 onwards, they will also need to complete a **yellow** form.*

Foundation Governors who have already served two or more terms of office are encouraged to apply to serve at another diocesan school. If you believe that your governing body has exceptional reasons for a foundation governor being appointed for a third term of office, please email Gill Sajnog as soon as possible, setting out these reasons for Bishop Richard's consideration and decision. Please note that there is no limit on the number of terms of office that Clergy can serve on a governing body.

Completed application forms must be returned to the Education Service by 31st March 2017.

*If you have applicants who wish to be considered for any current vacancies at your school i.e. (to be appointed before August 2017), please ensure that they still complete a **purple** application form.*

Purple forms are used for terms of office which begin on or before 31st August 2017; yellow forms are for terms of office beginning on or after 1st September 2017.

We hope that parishes and schools will be pro-active in encouraging potential Foundation Governors to come forward.

Children in Need

BBC Children in Need's vision is to change the lives of disadvantaged children and young people in the UK.

They articulate a vision, that every child in the UK should have a safe, happy and secure childhood and the chance to reach their potential. They aim to realise this vision by supporting, promoting and publicising work that addresses the challenges that children and young people face and builds their skills and resilience. Their focus is on children and young people who are disadvantaged and they value work that empowers them and extends their choices in life.

The Catholic Education Service (CES) has received queries from schools wanting advice on whether they can allow pupils to take part in fundraising activities for Children in Need. These activities are often popular but concerns have been expressed that some of the money raised may be spent on either providing or promoting services contradictory to Catholic church teaching.

The CES has raised these concerns recently with Children in Need. Please see below the response from Children in Need on these matters:

"You can find information and guidance on the type of projects BBC Children in Need funds in the Guidance section of our website. BBC Children in Need does not fund projects for pregnancy testing; or advice, information or counselling on pregnancy choices."

The Diocese of Arundel and Brighton is aware that many schools would like to allow their pupils to take part in fundraising activities and having considered lists of projects supported is not aware of any that would cause concern.

Levels of Attainment in Religious Education Questionnaire - Summer Term 2016

We would like to thank the 63.9% of schools in the Diocese that gave their time to respond to the questionnaire. The Levels Working Party are exploring alternative models of assessment that will capitalise on the use of 'Driver Words' and skills that are currently employed by the current Levels of Attainment. Primary RE Coordinators have spent some time, during a training session at DABCEC, looking at the levels and ways in which they see them being developed. These ideas will be taken to the next Levels Working Party in December.

We will continue to keep you up to date with any further developments following the recommendations from the report and the work of the Levels Working Party.

The final report on the completed school levels questionnaire compiled by the Catholic Education Service can be found on the Education Service website at:

www.abeducationservice.org.uk/News/View/105

Upcoming Courses and Events

A summary of the courses for the month of November include:

| Date | Course Title | Time | Venue |
|-----------|---|-------------|--------|
| 9 Nov 16 | Secondary Heads of RE CPD Day (Day 1 of 3) | 09.30-15.15 | DABCEC |
| 10 Nov 16 | Rainbows Bereavement Programme Introductory Session | 14.00-16.00 | DABCEC |
| 11 Nov 16 | 'Come and See' Planning Workshop: Key Stage 2 class teachers | 14.00-16.30 | DABCEC |
| 21 Nov 16 | Outstanding Governance – Support and Challenge in a Catholic school | 19.00-20.30 | DABCEC |
| 25 Nov 16 | Cross-Phase Development Day for Future Leaders (Day 1 of 3) | 09.30-15.15 | DABCEC |
| 30 Nov 16 | Welcome and formation for staff new to Catholic schools | 09.30-15.15 | DABCEC |

Full details of all courses are listed in the Education Service CPD Handbook and on the Diocesan Education Service website at www.abeducationservice.org.uk/Courses/.

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 is kept 'live' with up to date with news items ... as there have been quite a few items posted, particularly in recent months, we would suggest schools look frequently at this section and ensure they don't miss anything (i.e. beyond the five latest news items on the front page) by clicking on the 'more items' button

Please continue to send in news items to us. To submit a story (and photo), please go to bottom right hand section of the 'Publications' page of the website.

Appointments

| NEWLY APPOINTED HEADTEACHERS | | |
|------------------------------|---|---|
| Name | School | With Effect From: |
| Andie Wilson | St Mary Magdalen Catholic Primary School, Brighton | January 2017 |
| Tim Hallett | St Francis of Assisi Catholic Primary School, Crawley | September 2016 |
| Natalie McCarthy | St Cuthbert Mayne Catholic Primary School, Cranleigh | Interim Head September 2016 – July 2017 |
| Helen Townsley | English Martyrs Catholic Primary School, Worthing | January 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) |

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



Thinking of Headship in a Catholic School?

New FREE Programme commencing January 2017

A fully comprehensive programme designed specifically for aspirant Primary and Secondary Catholics considering how to make the next steps towards headship

ALL COSTS (INCLUDING SUPPLY) COVERED

The programme offers:

- Insight into what it means to be a Catholic Headteacher
- Current Catholic Headteachers as personal coaches
- 3 Face-to-face sessions
- 2 shadow placement days
- The opportunity to network across all phases
- Access to Diocesan support and expertise
- Learn from Outstanding Catholic Heads in all phases

Programme Director Ani Magill: CEO of the
Xavier Catholic Education Trust

For
further
information:

To book or register
interest contact
Josie Belli:

email: j.belli@sjb.surrey.sch.uk or
<https://www.sjbfrog.co.uk/headship>