



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



**January 2017**



## **Director's Letter**

Dear Colleagues,

I hope the first few weeks of 2017 have started well for you. As we all know, the education context and landscape is constantly evolving and this makes for a challenging environment for all concerned. I am however always humbled by the commitment and dedication of Catholic schools who, notwithstanding the many challenges we face, do not lose sight of our values. Much of my time as Director is spent in meetings and over the past three weeks I have met with, amongst others; Bishop Richard, Diocesan Trustees, Diocesan Finance Committee, Primary Steering Committee, Diocesan Academies Strategic Board (DASB), Senior Officers from all four Local Authorities, St Mary's University, future Catholic Leaders, Colleagues from other Diocesan departments, and a number of Headteachers and Governing Bodies, etc, etc.

The beginning of January has seen three newly appointed headteachers start at their respective schools. Andie Wilson is the new Headteacher at St Mary Magdalen Catholic Primary School in Brighton, Tim Hallett is the new Head at St Francis of Assisi Catholic Primary School in Crawley and Helen Townsley is the new Headteacher at English Martyrs Catholic Primary School in Worthing. On behalf of the Bishop and the whole Catholic community, we warmly welcome Andie, Tim and Helen to their new posts in the Diocese and send them all our best wishes.

**Academies.** The DASB and the Education Service continue to work together to develop and refine the Academies programme across the Diocese. As it has been from the start, the process is entirely voluntary and whilst Bishop Richard has directed schools as to the MAT they would join, it is for Governing Bodies to determine their position around academy status and the opportunities and challenges it affords for Catholic schools.

As you will probably be aware, Bosco Catholic Education Trust is scheduled to open on 1st April and Bishop Richard has appointed the Trust Board for Bosco CET. Initially Bosco CET will comprise St. Mary's Catholic Primary School, Worthing and St. Philip Howard Catholic School, Barnham. Over time it will welcome schools from within the Worthing and Cathedral deaneries which wish to join. Teresa CET will be our third MAT and is scheduled to open in September 2017, serving schools from within the Crawley, Lewes and Mayfield deaneries. Bishop Richard has now almost finished appointing the Trust Board for Teresa CET. The DASB met recently to review the due diligence undertaken thus far and to make recommendations for consideration.

On 7th December 2016, Bishop Richard met with Headteachers from Epsom, Redhill and

Guildford deaneries to share his vision for one Catholic multi academy trust formed from schools within these deaneries. Carole Ann Roycroft and I also attended, and I understand schools are meeting together this term to discuss next steps. Schools from Brighton & Hove and Eastbourne & St Leonards deaneries held a joint meeting in November 2016, and are arranging a follow-up meeting for later this term. I will continue to keep you updated of developments over the term.

**Teacher Education Survey:** Initial teacher education, induction of NQTs and teacher recruitment are important issues for all Catholic schools. The Catholic Education Service and diocesan education services have established a Standards Working Group that is focusing on these issues. They are keen to have an accurate picture of the challenges and responses of Catholic schools in relation to these matters and have produced online surveys for schools which can be accessed via the following links:

- Primary schools - <http://tinyurl.com/PrimaryITT>
- Secondary schools - <http://tinyurl.com/SecondaryITT>

We would be grateful if you could complete one of their surveys to assist with this important work. The response deadline is Friday 10 February. Thank you in advance for your help with this.

As some of you will remember, members of the Education Service say the Angelus together at midday every Friday. As ever, our intention is firstly for our diocesan schools - and especially those in need - and secondly for ourselves, that we will continue to grow together as a team, in order to serve schools to the best of our ability. If you have a couple of minutes to spare at midday, even if only occasionally, why not join us? Thank you for all you do in support of Catholic education.

Best Wishes,

Marie Ryan

## Admissions

Thank you to all schools for your general cooperation in maintaining the style/format of the model policies and supplementary information forms; this standardisation will make the process easier for parents.

All schools have completed their minimum 6 week consultation period. The Education Service has responded to all schools on their consultation. As raised in the last edition of the *Alpha Beta*, responses have included, in the last week or so of January, the definition that the Catholic Education Service (CES) has provided on 'Other Christian denominations'. The Education Service has inserted this definition in each school's policy that refers to 'Other Christian denominations' within their oversubscription criteria.

**Governors now must determine** (i.e. formally agree and record in the minutes) their admission arrangements for 2018-19 **by 28 February 2017** at the latest.

Schools are then required as soon as possible **before 15 March 2017** to:

- **send to the Local Authority and the Diocese, the school's 2018-19 determined admission arrangements;**
- **notify the schools in the 'relevant area' that 2018-19 admission arrangements have been determined (this can be done in one email);**
- **post the 2018-19 admission arrangements on the school's website.**

## Recruitment: Reserved Posts

Please may we respectfully remind schools that the posts of Head, Deputy Head, Head of RE and Chaplain are reserved solely for baptised, practising Catholics and that a supportive reference from a parish priest is a non-negotiable element for a reserved post. Without this, a candidate cannot be taken forward for interview for a reserved post. It is not within the Education Service's gift to make exceptions to this.

Please note that the Education Service must be party to all stages of the interview process as the Diocese has advisory rights on behalf of Bishop Richard. Please ensure you liaise with Gill Sajnog as soon as you know of a vacancy so that suitable dates can be agreed before dates are put into the public arena.

## CES Census 2017

All schools should have received a letter relating to the CENSUS from the CES, dated 12 December 2016.

Completed Census files are uploaded using a simple form on the Census website, which is located at <https://www.cesewcensus.org.uk/upload>. You must log in to this page using the login details:  
User id: censususer  
Password: census2017

When a return has been submitted successfully, an email confirmation will be sent to the email address entered on the upload form.

A response rate of 100% was achieved in 2016. This is the third consecutive year that the Census has received a return from every school in England and Wales and means the data can be used with confidence at both diocesan and national level.

Many thanks for your support for this, we look forward to achieving a 100% return again in 2017. Schools can contact the CES helpdesk at any time by email to [census@catholiceducation.org.uk](mailto:census@catholiceducation.org.uk) or by raising a support ticket on the online helpdesk which is located at: <http://cesewcensus.org.uk/helpdesk/>.

Please contact Gill Sajnog (01293 511130) or email [gill.sajnog@dabnet.org](mailto:gill.sajnog@dabnet.org) if you have any queries.

## Building Matters

### LCVAP – current projects

There are 73 building projects running currently with LCVAP funding – some started last year, the majority this year. Some £7.7 million worth of work has been done this year and it has been a real pleasure to get to see the tangible differences that have been made to schools – and to see how this has helped teaching and learning. Our thanks go to all those who given such time, effort and expertise in making these projects happen, including the significant effort on the part of governors who have had to find 10% of the costs.

There are still some monies to be claimed. Please note that the deadline for claims to be with the EFA is Friday **3 March 2017**. For final claims on projects, don't forget that these need to be justified by original, receipted invoices. It is important to get the claims in on (or even before!) time – in case the EFA have any queries. Any money allocated this year but not claimed is lost! They do not carry over unspent funds to next year.

### LCVAP for next year

A panel of Headteachers met on 13 December to consider how to prioritise the bids received for projects for next year; our grateful thanks to them for undertaking an invidious task. As church schools (both Catholic and Anglican) convert to academies, the amount of LCVAP funding dwindles (the money moves into other pots). This makes estimating the available funding an 'exciting' exercise. We will not know the final allocations until late February (based on previous experience).

We anticipate having final Diocesan Finance Committee approval for projects at their meeting on 13 March 2017 and will notify schools of the outcome of their bid on 14 March.

### School Business Managers' (SBM) Forum

The next meeting will be on 2 February 2017, from 10.00 to 12.30 at DABCEC. We are delighted to welcome Peter O'Brien (Chair of Directors) and Nicola Kenworthy (Chief Financial

Officer) from Xavier MAT who will be sharing their experiences of conversion to Academies and answering your questions. Many of you will know them; Peter is an ex-SBM from Salesian School and Nicola is the current SBM there. The real value of this session will be in the questions from the floor, so do come along and pick their brains.

As ever, we will also be covering topics of interest to Voluntary Aided school SBMs – we hope to have definitive guidance on the Apprenticeship levy from the CES by the time of the meeting, and there are several other hot topics around at the moment. There will be sandwiches and a networking opportunity for the last half hour of the session.

Book online 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](mailto:Mark.Brunet@dabnet.org))

## Note to Clerks

### Foundation Governors

Clerks to school governing bodies in the diocese should all have received a letter from the diocesan 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 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> August 2017; yellow forms are for terms of office beginning on or after 1<sup>st</sup> September 2017.**

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

### **Clerks Forum: Thursday 11<sup>th</sup> May 2017 at DABCEC 2.00pm – 4.00pm**

Please note the date, time and venue of the next Clerks Forum, when we will be able to check progress regarding Foundation Governor re-appointment in your school.

These forums have proved to be very useful, offering an opportunity to share information, update on any changes or developments and to network with other clerks working in Catholic Schools.

We will also talk about recruitment to reserved posts i.e. posts that are reserved for practising Catholics (Headteacher, Deputy Head, Head of RE and Chaplains).

Please make every effort to book onto this forum.

### **Upcoming Courses: ‘Induction Training for new Foundation Governors’**

Thursday 6<sup>th</sup> April, 7.00pm – 8.30pm, DABCEC

Any new Foundation Governors should attend this training, please make sure that any new Foundation Governors are aware. This training is also suitable for any Governors who have been in post for a while but have not previously attended. If other governors wish to attend e.g. parent governors they may also find it beneficial.

### **Reminder:**

Foundation Governors are appointed by the Diocese. Any resignations should be notified by the clerk to the governors and sent as soon as possible to Marie Ryan, Director of the Education Service, 4 Southgate Drive, Crawley, West Sussex RH10 6RP

## **Relationship and Sex Education**

A model Policy for RSE along with the new ‘Curriculum Map’ can be found on the Education Service website under Resources, RE Resources following the link below:

[www.abeducationservice.org.uk](http://www.abeducationservice.org.uk)

Resources that informed our model policy documents can be found on the CES website at:

<http://www.catholiceducation.org.uk/employment-documents/model-policies-and-procedures>

## **Comic Relief and Red Nose Day – Friday 24 March 2017**

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 Comic Relief and Red Nose Day. 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 raised concerns with Comic Relief and the response from Comic Relief to Paul Barber, Director of the CES, can be found on their website by following this link:

<http://www.catholiceducation.org.uk/news/ces-news/item/1002867-comic-relief-red-nose-day>

## **CCRS National Research Project: Student Survey**

At the CCRS National Review meeting at Hothorpe Hall in January 2016, a new collaborative research project was presented. This project has the full backing of the Board of Studies.

In the twenty-five years since it began, the CCRS has developed policies, curriculum initiatives, delivery modes and learning and teaching strategies. However, the wider educational, religious and cultural contexts in which CCRS is delivered have changed significantly. This research project gives an opportunity for a wider current conversation to explore CCRS through both participant experience and stakeholder expectations. The aim is to examine the role and purpose of CCRS in enabling knowledge and understanding of Catholic faith and theology among lay adults and to ask

about the learning that occurs and its relevance or impact for today.

Phase I of the research project includes an online survey for CCRS participants, past and present. Your support is now requested in order to disseminate the survey as widely as possible to all who have studied the CCRS course in your dioceses. This includes those currently taking the course as well as those who have completed in previous years.

The link to complete the survey is: <https://www.surveymonkey.co.uk/r/ccrsstudentsurvey>

The survey will remain open until the end of March 2017.

## Fairtrade Fortnight

Fairtrade fortnight runs from **Monday 27 February 2017 to Friday 12 March 2017**.

At <http://schools.fairtrade.org.uk> you will find everything you need to teach about Fairtrade in your school.

This is a great opportunity to explore with learners many issues that face our global society; where our food comes from, interconnectedness, sustainable development and the power of the individual. It is suitable for both Primary and Secondary.

## The Joy of Love – The Challenge of Amoris Laetitia in the Home, Parish & School

FAMILIAS, the Association for Catholic Diocesan Marriage and Family Life Ministry in England and Wales, has organised four events to discuss Pope Francis' *Amoris Laetitia*.

Fr Chris Thomas will offer an introduction to *Amoris Laetitia*, Pope Francis' Apostolic Exhortation on marriage and the family as an aid to reflection, dialogue and pastoral practice through the lens of the home, parish, school partnership.

Fr Chris Thomas has been a full-time youth chaplain, university chaplain, parish priest and is now director of the Irenaeus Project. Fr Chris has spoken at conferences in England, Ireland and mainland Europe and is a member of the National Service Team for Charismatic Renewal and a regular contributor to Good News magazine.

The four events around the country are:

**Liverpool**    **26 April 2017**    LACE, Croxteth Drive, Sefton Park, Liverpool L17 1AA  
Contact:    Maureen O'Brien  
T: 0151 522 1044    Email: [m.obrien@racol.co.uk](mailto:m.obrien@racol.co.uk)

**Cardiff**    **17 May 2017**    Cornerstone, Charles Street, Cardiff CF10 2SF  
Contact:    Joanne White  
T: 02920 365964    Email: [parenting@rcadc.org](mailto:parenting@rcadc.org)

**Bristol**    **18 May 2017**    Holy Family Church, Southsea Road, Patchway BS34 5BP  
Contact:    Anne-Marie Sparrow  
T: 01275 460288    Email: [annemarie.sparrow@cliftondiocese.com](mailto:annemarie.sparrow@cliftondiocese.com)

**London**    **24 May 2017**    Vaughan House, 46 Francis Street, London SW1P 1QN  
Contact:    Charlotte McNerlin  
T: 0207 931 6064    Email: [family@rcdow.org.uk](mailto:family@rcdow.org.uk)

- Entry: £10 for FAMILIAS Members, Associates and Friends; £20 for all others
- Booking is essential: please contact the local Coordinator for each event
- Events run from 10.00 for 10.30am until 3.00pm. Lunch is provided

## Upcoming Courses and Events

A summary of the courses for the months of February/March include:

Date	Course Title	Time	Venue
2 Feb 17	School Business Managers Forum	10.00-12.30	DABCEC
8 Feb 17	Primary Religious Education Learning through Art	09.30-15.15	DABCEC
10 Mar 17	Primary RE Coordinators' Day (Day 2 of 3)	09.30-15.15	DABCEC
15 Mar 17	Support and training for Newly Qualified Teachers (NQTs) Secondary (Day 2)	09.30-15.15	Cardinal Newman, Hove
16 Mar 17	Support and training for Newly Qualified Teachers (NQTs) Primary (Day 2)	09.30-15.15	DABCEC
24 Mar 17	Primary Religious Education 'Come and See' Early Years/Key Stage 1 Planning Workshop	14.00-16.30	DABCEC
29 Mar 17	Cross-Phase Professional Development Day for Future Leaders (Day 2 of 3)	09.30-15.15	DABCEC
31 Mar 17	Primary Religious Education 'Come and See' Key Stage 2 Planning Workshop	14.00-16.30	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/](http://www.abeducationservice.org.uk/Courses/).

## 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	January 2017
Helen Townsley	English Martyrs Catholic Primary School, Worthing	January 2017

## Vacancies

HEADTEACHER VACANCIES	
Post	School
	<b>Primary</b>
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 September 2017	St Cuthbert Mayne, Cranleigh
Headteacher WEF September 2017	St Joseph's Catholic Primary School, Guildford
Headteacher WEF September 2017	St Joseph's Catholic Primary School, Redhill
Headteacher WEF September 2017	Cardinal Newman Catholic Primary School, Hersham

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

## Diocesan Education Service Website

The Diocesan Education Service's website ([www.abeducationservice.org.uk](http://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.

## Dates for your Diary

It's never too early to plan ahead!

### **Day of Many Colours – Mission Together**

In 2017 the Day of Many Colours is being held on the feast of St Peter and Paul, Thursday 29 June 2017, although schools are welcome to select their own date at any time of year.

### **Education Sunday - Sunday 10 September 2017**

### **Grandparents' Week**

Thank you to all our schools who sent in their pictures of Grandparents' Week for the A & B News. They made a wonderful double-page spread in the January 2017 edition. This year Grandparents' Week will be from **Saturday 23 September to Sunday 1 October 2017.**

More information to follow in the next edition of Ablaze.