



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



**September 2017**



## Director's Letter

Welcome back to the start of a new academic year. With the summer holidays now behind us the next big milestone is Christmas! I sincerely hope that all have managed to have a relaxing break and return to school feeling refreshed and ready to face the opportunities and challenges we will undoubtedly face over the course of a new year. I recently came across the following two quotes which I found to be especially apposite and which I offer to you at the start of a new school year:

*'I can do all things through Him who strengthens me.'* Philippians 4:13

*'Instruct a child in the way he should go, and when he grows old he will not leave it.' Start children off on the way they should go and even when they are old they will not turn from it.'* Proverbs 22:6.

I would especially like to welcome and congratulate those who have joined the leadership team in our diocesan schools, and in particular the recently appointed permanent and interim heads:

- Catherine Burnham, Headteacher, Cardinal Newman Catholic Primary School, Hersham
- Jill Keany, Interim Executive Headteacher, St Joseph's Catholic Primary School Guildford
- Michelle Lord, Headteacher, St Pancras Catholic Primary School, Lewes
- Pete Byrne - Headteacher, Chatsmore Catholic High School, Goring
- Rachel Kershaw, Interim Headteacher, Cottesmore St Mary's Catholic Primary School, Hove
- Gemma Irvine, Acting Heateacher, St Mary's Catholic Primary School, Worthing

I hope you will be very happy and fulfilled in your new roles. I know you will be made very welcome by your school and deanery colleagues and I hope you will feel supported and challenged in all you do.

Continuing on the subject of leadership, please may I remind colleagues that the Bishops' Conference has a very clear stance on the posts of Headteacher, Head of School, Deputy Headteacher, Head of RE and Chaplain. These posts must be reserved for practising Catholics and clearly advertised as such. In view of this, a senior member of the Diocesan Education Service (DES) is obliged to represent Bishop Richard in the recruitment process for any of the above positions, even if a post is part-time. With this in mind, it is essential when recruiting for any of these positions that the school liaises with Gill Sajnog ([gill.sajnog@dabnet.org](mailto:gill.sajnog@dabnet.org) or 01293 511130) in advance of any advertisements being placed or before any dates are agreed. Gill co-ordinates our

recruitment diary and is the first port of call for these matters. The updated Memorandum can be found at:

[www.catholiceducation.org.uk/employment-documents/bishops-memorandum/item/1000049-memorandum-on-appointment-of-teachers-to-catholic-schools](http://www.catholiceducation.org.uk/employment-documents/bishops-memorandum/item/1000049-memorandum-on-appointment-of-teachers-to-catholic-schools)

Whilst schools across the diocese may have had something of a slightly staggered start to the new year, depending on the Local Authority, by the time the *Alpha Beta* arrives all schools will be back into the swing of things! On Monday 4th September the DES spent a fulfilling day at St Cuthman's on Retreat with Bishop Richard in preparation for the year ahead. Our identified theme for the day was 'Formation for Mission'. Since January 2015, we have begun each term with a Retreat and these days have become absolutely integral to our spiritual development. They set the tone for our term and help to ensure our work is focused on and grounded in our mission as Catholic educators.

A number of primary and secondary schools have once again achieved outstanding results in SATs, GCSEs and A-levels. On behalf of the Education Service may I extend our congratulations, gratitude and appreciation for all that has been achieved. This has not been an easy time and some schools feel especially vulnerable in the current environment. As ever, I am very grateful to those schools and individuals who support others in need, often at great personal cost to themselves. In these pressurised times where everything is measured in league tables, we must never lose sight of the fact that the mission of Catholic schools is far wider, deeper and more profound than can ever be reflected in league tables. We have so much to be proud of in our schools, and your unwavering commitment to Catholic education is of immeasurable value. Thank you for all your hard work and dedication to Catholic education. May Christ be continually at the centre of all you do.

With best wishes for a very happy and fulfilling new school year!

Marie Ryan

## Standards in Religious Education – Pilot 2017/18

In the summer term of 2016, the Catholic Education Service (CES) and National Board of Religious Inspectors and Advisers (NBRIA) sent out a questionnaire to all schools, seeking their views on the document Levels of Attainment in Religious Education and on the future of assessment of Religious Education in Catholic schools. The NBRIA Curriculum and Development Working Group have developed an 'End of Phase Expectations Grid' as a first draft response to the views expressed in the questionnaire.

The CES are asking a selection of Catholic schools across the country to pilot the use of this grid, in the Autumn and Spring term of 2017-18 and the feedback from this pilot will inform the final shape of this standards grid and the larger document of which it will become a part.

In the Diocese of Arundel & Brighton, we are hoping to secure a representative from each of our deaneries to take part in this pilot. These schools will be contacted by their Advisers in the early part of the new Autumn term. Schools taking part in the pilot will be asked to attend meetings and commit to: planning sequences of lessons, giving feedback to pupils on how well they have achieved and what they need to do next and consider how they would populate school data systems to track and record progress. They will also be asked to develop a way of reporting to governors, parents/carers and the diocese.

We would also like schools to work with their diocesan adviser to use the pilot to generate exemplar pieces of work that could be used nationally.

The draft 'End of Phase Expectations Grid' is an evolution of the Levels of Attainment in Religious Education. The survey made it clear that schools wanted an assessment tool that allowed for greater parity with other subjects in the curriculum. However, they also did not want to lose the driver words and attainment targets they had been using thus far. It was also important to secondary schools that the new standards document was a clear progression towards GCSE and

A Level. The 'End of Phase Expectations Grid' is not yet a Bishops' Conference document. It is a draft document that contains one piece of a larger piece of work. Its use in a pilot has been approved by the Bishops' Department for Education and Formation. For all schools not participating in the pilot, the documents that currently determine standards and curriculum in Religious Education in Catholic schools (Levels and the RECD 2012) remain in force.

The pilot will begin after October half term and should be completed by Easter 2018. An electronic survey will be undertaken at this point to inform the next steps in the reform of both the standards and the curriculum documents of the Bishops' Conference. This will be sent to you by the Diocesan Education Service and must be completed by the end of April 2018. We will keep you informed throughout the term of the pilot and update you through the Education Service website and courses/training.

It is an exciting time for us to be fully involved with the development of a new assessment tool for RE in our Catholic schools.

## CPD Booklet and Booking Instructions for Courses

In July we launched the new CPD Booklet for 2017/2018 and this should now be in schools. Downloadable copies are also available on the website [www.abeducationservice.org.uk](http://www.abeducationservice.org.uk).

**Please note that there is a need to book these courses before attendance so that we know the number of attendees prior to the course/event taking place. Please do not turn up for courses without booking.**

If you have any query concerning courses, please call the Education Service on 01293 511130.

To book a course online

1. Go to the Courses section of the website at: [www.abeducationservice.org.uk/Courses/](http://www.abeducationservice.org.uk/Courses/)
2. Select the individual course you want to attend and click the 'Read More' button on the right hand side
3. Click the green 'Book Online' button
4. Complete and submit the online Booking Form

Please do encourage your staff and governors to attend training as appropriate.

## Ofsted Update

As you are probably aware, Ofsted's ongoing evaluation of the common inspection framework has led to their extending this until September 2019 when a new common inspection framework will be introduced. Ofsted will be engaging with inspectors, schools and researchers between now and September 2019 to develop this.

## Academies

A detailed update on academies will be sent to all schools later this term. Further details will follow.

## Data Request for Place Planning

Targeted data is vital for effective place planning in the diocese. Schools were very helpful during the last year academic year in providing the data requested.

This item serves only to provide an 'early warning notice' that requests for this year's data will be sent out after half term.

Many thanks in advance for your assistance.

Simon Parr, Education Officer ([simon.parr@dabnet.org](mailto:simon.parr@dabnet.org))

## Admissions

Every year, early in the Autumn term, schools need to review their admission arrangements, both in the context of how well the admissions process worked in the previous round, but also in the context of any new guidance from, for example, the DfE or the Diocesan Education Service.

Following this review, governors will have to decide whether to maintain the same admission arrangements as the previous year or to amend them for 2019-20. If the governors are proposing to amend the admission arrangements, they should contact Simon Parr ([simon.parr@dabnet.org](mailto:simon.parr@dabnet.org)) as soon as possible before proceeding to consultation.

However,

- 1.) It is anticipated that most schools in the Diocese will **not** want or need to amend their admission arrangements for 2019-20, particularly as schools last year adopted the new model policies and SIFs from the Diocesan Admissions Guidance and there has been no new admissions guidance from the DfE over the last 12 months.
- 2.) During the summer, the Catholic Education Service (CES) issued a definition of 'Children of Other Faiths' for use in admission arrangements. **ALL schools that use this criterion within their admission arrangements (i.e. most schools in the Diocese), should add the new note on 'Children of Other Faiths' at the back of their policy. Schools will also need to reference the new note in the school's applicable criterion within the oversubscription criteria.**

**The above addition is for clarification and will NOT require the school to go out for consultation** (assuming no other changes have been made).

The model policies on the Education Service website have been updated to reflect this addition. Please consult these models to see how the note has been added.

The wording of the note is as follows:

*'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:*

- A religion which involves belief in more than one God and,
- A religion which does not involve belief in a God.

*Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.*

We also intend to put a new online Admissions Tutorial on the Resources section of the website to walk schools through the general updates that need to be made to the Policy and SIF for 2019-20. Don't hesitate to contact Simon Parr if you have any questions or you have trouble formatting the policy or SIF in Microsoft Word.

Finally, a reminder of important statutory deadlines relating to 2019-20 admissions:

- Schools need to formally determine their admission arrangements by **28 February 2018**
- Schools need to send copies of determined admission arrangements to Simon Parr and the LA by **15 March 2018**
- If consulting on admission arrangements following a change to the previous year, the deadlines for going out for consultation are: **a 6 week long consultation between 1 October 2017 and 31 January 2018**. As said above, the consultation should be preceded by liaison with Simon Parr at the Education Service.

## Website Compliance

In undertaking a survey of school websites it is apparent that a number of schools are not compliant. It is appreciated how demanding it is for schools to keep the information up to date; however ensuring that there is allocated time and resources to do this will pay off dividends. The latest regulations to support maintained schools can be found here: [www.gov.uk/guidance/what-maintained-schools-must-publish-online](http://www.gov.uk/guidance/what-maintained-schools-must-publish-online). The link for academies is at: [www.wslaw.co.uk/download/website-compliance](http://www.wslaw.co.uk/download/website-compliance)

Please check you are fully compliant with the new regulations, it is worth undertaking a full review of how your website is managed and resourced.

## Building Matters

### LCVAP 17-18

There has been a huge amount of work done over the summer holidays – many thanks to all the staff who labour, so often unseen. We have seen the results of some of these projects and very impressive they have been! The last major window for works this year is likely to be the October half term for most schools (especially in Brighton & Hove, which is having a two week break!). Please keep us updated with any changes to your plans – especially cost changes; we will be aiming to allocate much of the contingency at the beginning of September.

### LCVAP 18-19

There will be an Information evening on 19 September here at DABCEC primarily for Heads and Governors of Voluntary Aided schools – see the CPD booklet for details or online at: <http://www.abeducationservice.org.uk/ViewArticle/?section=Courses&id=635>.

As last year, the closing date for applications for next year will be the end of October half term. Although it seems unlikely that details of funding will be released until November, we would like to be able to react to that news when it comes, so please do review your strategic building plans now and get your bids in! The application form can be found at:

<http://www.abeducationservice.org.uk/ViewArticle/?section=Resources&id=692>

### Business Managers' Forum

The next meeting takes place on 13 September 13, 10.00 to 12.30 at DABCEC with the focus being on a variety of modern buildings and facilities techniques. Modular construction, air source heat pumps, modern lighting systems are among the topics we are getting some of the architects who work with our schools to talk about. This will also give an opportunity for schools to meet architects other than those they usually use! We will also look at the other hot topics around at the moment – and there will be sandwiches and a networking opportunity for the last half hour of the session.

Mark Brunet, Buildings Officer ([Mark.Brunet@dabnet.org](mailto:Mark.Brunet@dabnet.org))

## Money

### Voluntary Aided Schools – subject to LA rules

VA schools are “maintained schools” for the purpose of regulation. A couple of queries received recently suggest that it is worth reminding schools that this means that all expenditure using government funding needs to be compliant with the financial regulations of the relevant County Council and their Procurement Standing Orders. These do differ subtly between councils. Note also that this applies to Governors' funds, where there is any government funding (Devolved Formula Capital grant and LCVAP, for instance). All this expenditure is open to audit by County Councils, who will expect to find evidence that the regulations have been followed.

It is worth noting that the current limits for EU contracts are £164,176 for supply, services and design contracts and £4,104,394 for Works contracts – anything over those limits needs to be tendered via OJEU.

Generally, we have been pleased that schools which have been audited have mostly been found to be compliant, but some schools have discovered that there has been some extra work to do. If there is any doubt, or if you have any queries, please do ask us for advice.

Mark Brunet, Buildings Officer ([Mark.Brunet@dabnet.org](mailto:Mark.Brunet@dabnet.org))

## CES Model Codes of Conduct

The CES has notified the Diocesan Education Service that Governors and Directors of all Catholic schools and academies in England and Wales should adopt a code of conduct which sets out the purpose of their governing body or board and describes the appropriate relationship between the individual governors or directors, the whole governing body or board and the leadership team of the school or academy.

### Models of the CES model Code of Conduct

Following consultation with the Governance Working Group, the CES has published three “CES model Codes of Conduct” which are now available online on the CES website. The link is:

<http://www.catholiceducation.org.uk/guidance-for-schools/governance/item/1003629-codes-of-conduct-for-governors-and-directors>

They are for:

- Governors of a Governing Body of a Voluntary Aided School, Federation or Sixth Form College (in England and Wales)
- Directors of a Single Academy Trust Company or a Multi Academy Trust Company (in England)
- Governors of a Local Governing Body within a Multi Academy Trust Company (in England)

### Content of the CES model Code of Conduct

We recommend that the CES model Code of Conduct should be read and understood and thoroughly discussed so that the whole governing body or board has ownership of it, and, once it has been adopted, the governors should be asked to sign it, ideally at the beginning of the first meeting in the autumn term on an annual basis.

We know that many governing bodies and boards already have a code of conduct but as this practice of adoption should be repeated annually, we would recommend that the CES models are adopted as soon as possible and this is certainly possible for the academic year beginning 2017/2018. We wish to spread good practice and to harmonise conduct as much as possible to ensure uniformity of practice. Our main concern is to strengthen ties with the Diocese and to preserve and develop the Catholic character of our schools to ensure clarity of purpose and direction for all.

### There are five main sections to this Code of Conduct:

1. The first two pages of the document require signature from the governing body or board and from each governor or director on an annual basis at the first meeting in the new academic year;
2. A preamble setting out the purpose and functions of the role of the governing body or board;
3. “Collective Responsibilities” as a governing body or board;
4. Appendix I setting out the declaration that is required from foundation governors or directors (in the Nomination Form (added for ease of reference)).
5. Appendix II setting out the Nolan Principles which detail the “public office” responsibilities of a governor or director.

They are now ready for use and all three protected versions are now available for downloading from the CES website (at the link detailed above).

## Note to Clerks

### Clerks' Forum

Clerks' Forum dates for the next academic year:

**Thursday 5 October, 2017,  
11.00am – 1.00pm (lunch provided at 1.00pm)  
at DABCEC, Crawley.**

Following consultation with the Governance Working Group, the CES has published three “CES model Codes of Conduct” (now available online on the CES website - see applicable link and details in the previous item above).

This first Forum will include discussion on the CES Model Codes of Conduct for Governors and Directors of all Catholic Schools & Academies.

They are for:

- Governors of a Governing Body of a Voluntary Aided School, Federation or Sixth Form College (in England and Wales)
- Directors of a Single Academy Trust Company or a Multi Academy Trust Company (in England)
- Governors of a Local Governing Body within a Multi Academy Trust Company (in England)

In addition we will look at any outstanding queries relating to the appointment and re-appointment of Foundation Governors and address any problems going forward.

**From 1st September 2017 only yellow Foundation Governor Application forms should be used.** Purple forms are no longer valid. Any purple forms received to date will be processed but subsequent applications will need to be on Yellow forms.

**Tuesday 22 May, 2018,  
4.00pm – 6.00pm (light refreshments will be provided)  
at DABCEC, Crawley.**

Details for this second forum will be advised nearer the time

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

**Please make every effort to book onto these forums.**

- Please remember to update the Education Service when appointing New Chairs of Governors and Vice Chairs of Governors at the beginning of the academic year.
- Please also provide an up to date email address for the Chair of Governors.

**N.B.** Foundation Governors are appointed by the Diocese. Any resignations should be addressed to Marie Ryan, Director, and sent by the clerk to the Education Service at the following address: Marie Ryan, Director, Education Service, 4 Southgate Drive, Crawley, West Sussex RH10 6RP.

## GCSE Specification Survey

The CES would like to compile a complete survey of the GCSE specification choices schools have made. This is vital information in the CES' ongoing conversations with exam boards.

The CES are also asking an additional question about whether schools would choose a GCSE that required a 50% study of a Gospel. None of the boards has offered this option but if, through this survey, it can be demonstrated that there is a market for it, then one of them may reconsider.

If any of the secondary schools in the Diocese have not yet responded to the CES on this we would be grateful if you can arrange to complete the Google survey at the following link:

[https://docs.google.com/forms/d/e/1FAIpQLSenBMFdUowPpkHUjjUDbL0iTpMoIoSrRS6VxW0tQZfZDzCjaA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSenBMFdUowPpkHUjjUDbL0iTpMoIoSrRS6VxW0tQZfZDzCjaA/viewform?usp=sf_link)

The survey will take no more than 5 minutes. The CES need submissions to be made by latest **29 September 2017**.

## World Meeting of Families (WMOF2018) – Dublin, 21-26 August 2018



Dublin has been chosen by Pope Francis to host the next World Meeting of Families from 21-26 August 2018, guided by the theme “The Gospel of the Family: Joy for the World”.

Held every three years, this major international event brings together families from across the world to celebrate, pray and reflect upon the central importance of marriage and the family as the cornerstone of our lives, of society and of the Church.

The event has at its heart the following key moments:

- 21 August 2018, a National Opening of WMOF2018.
- 22 - 24 August 2018: A three-day Congress. Each day will reflect on the theme “The Gospel of the Family: Joy for the World” chosen by the Holy Father and will include an enriching programme for adults of keynote speakers, workshops, talks, testimonies and discussions; an engaging and exciting programme for young people as well as fun activities for children. The Congress will also include daily celebration of the Eucharist, prayerful activities, exhibitions, cultural events and musical performances.
- Saturday 25 August 2018: A Festival of Families, comprising a reflective concert style event within a prayerful and joyful atmosphere, in which personal stories of faith will be shared by families from all continents.
- Sunday 26 August 2018: WMOF2018 will close with a solemn Eucharistic Celebration, that will gather thousands of people from all over the world.

Visit the ticket section of the WMOF2018 website at [www.worldmeeting2018.ie/tickets](http://www.worldmeeting2018.ie/tickets) for information on how to register online for the Congress and other events. Additional information and support is also available to assist with registration, accommodation, tours and transport in Ireland for individuals and groups.

## Dates for your Diary

It's never too early to plan ahead! As well as the Autumn Term dates in the new CPD Handbook outlined on page 10 and 11, please also note the following:

### Grandparents' Week

Thank you to all our schools that sent in their pictures of Grandparents' Week for the A & B News. They made a wonderful double-page spread in the January 2017 edition. Please note this year's Grandparents' Week will be from **Saturday 30 September to Sunday 8 October 2017**.

## The Academies Show Birmingham 2017

The Academies Show Birmingham 2017 is taking place on Wednesday 22nd November 2017 at the NEC in Birmingham.

This influential event is the UK's largest one-day show dedicated to school and academy leaders, charities, headteachers, business managers and governors and is completely free to attend.

The DfE, Education & Skills Funding Agency, Standards & Testing Agency and National College for Teaching & Leadership are all confirmed to support and provide contributions at this event.

Speakers include:

- Sir David Carter, National Schools Commissioner, DfE
- Christine Quinn, Regional Schools Commissioner, West Midlands, DfE
- Steve Kethero, Policy Adviser, Achievement and Disadvantage Team, DfE
- Hanan Al Hroub, 2016 Global Teacher Prize Winner
- Stephen Morales, Chief Executive, NASBM
- Sir Steve Lancashire, CEO, Reach2 Academy Trust
- Sir Anthony Seldon, Vice-Chancellor, University of Buckingham
- Dr Tim Coulson, Chief Executive, Samuel Ward Academy Trust

To see the agenda, to register for a free entry pass and for further information, visit the applicable news item on the Education Service website at [www.abeducationservice.org.uk](http://www.abeducationservice.org.uk).

Alternatively, if you have any questions about the event or group booking enquiries please call 0203 770 6646 or email [enquiries@academiesshowbirmingham.co.uk](mailto:enquiries@academiesshowbirmingham.co.uk).

## Wintershall



If you haven't been to Wintershall to experience their annual production of *The Life of Christ*, we would urge you to do so.

The stunningly beautiful grounds of Wintershall form the backdrop for the most wonderful story ever to be told. Enthusiastic actors and real-life animals form the cast, engaging with the audience throughout the day with brilliant, thought-provoking and at times deep and meaningful messages that captivate the heart.

The day is filled with laughter, bleating sheep and the large crowd is fed by the disciples with the most wonderful bread!

Emotions are high, particularly at the end when Jesus speaks to the audience with a message that is as relevant today as it was 2000 years ago.

To understand the magnitude and the impact of being part of this mesmerising performance, students need to experience it for themselves. It is a beautiful way of evangelising through drama in language that is accessible to all ages.

The next performances of *The Life of Christ* take place from 19-23 June 2018. Wintershall's next event is the wonderful Nativity performed in their outside Barn theatre from 13-17 December 2017. More details are available at: <https://www.wintershall-estate.com/events/wintershall-nativity-play/>

## Courses taking place in the Autumn Term

A summary of the courses for the months of September to November include:

### AUTUMN TERM 2017

Date	Course Title	Time	Venue
4 Sep 17	Education Service Team Retreat with Bishop Richard	09.30–14.30	TBC
11 Sep 17	Schools Leaders' Briefing for Chairs of Governors, Vice Chair of Governors, Headteachers	16.00–18.00	DABCEC
13 Sep 17	School Business Managers' Forum	10.00–12.30	DABCEC
18 Sep 17	Primary RE Coordinators CPD Day (Day 1 of 3)	09.30–15.15	DABCEC
18 Sep 17	Admissions: Information Evening	19.00–20.30	DABCEC
19 Sep 17	LCVAP: Information Evening	19.00–20.30	DABCEC
20 Sep 17	Welcome and Support for Primary NQTs (Newly Qualified Teachers) (Day 1 of 3)	09.30–15.15	DABCEC
21 Sep 17	Preparation for Section 48 – School Self-Evaluation	14.00–16.30	DABCEC
25 Sep 17	Welcome to staff new to Catholic Education	09.30–15.15	DABCEC
25 Sep 17	'Taste and See' – a meeting for prospective Foundation Governors	19.00–20.30	DABCEC
26 Sep 17	Support for School Chaplains – a day with Bishop Richard (Day 1 of 3)	09.30–15.15	DABCEC
29 Sep 17	Cross-Phase Retreat for Headteachers with Bishop Richard <i>'Formation for Mission'</i>	09.30–15.15	Worth Abbey

2 Oct 17	Welcome and Support for NQTs (Newly Qualified Teachers) in Secondary Schools who teach Religious Education	09.30–15.15	TBC
2 Oct 17	Training for Governors appointed to Catholic Education Trust Boards	19.00–20.30	DABCEC
4 Oct 17	Come and See Planning Workshop EYFS/ Key Stage 1 Class teachers	10.00–12.00	DABCEC
5 Oct 17	Clerks' Forum	11.00–13.00	DABCEC
6 Oct 17	Section 48 Inspectors' Training. Briefing for inspections 2017-18	14.00–16.30	DABCEC
9 Oct 17	RSE / PSHE Conference for Headteachers, Senior Leaders, RSE / PSHE Subject Leaders	09.30–15.15	DABCEC
10 Oct 17	Induction training for new Chairs of Governors	19.00–20.30	DABCEC
30 Oct 17	Secondary Heads of RE CPD Day (Day 1 of 3)	09.30–15.15	DABCEC
30 Oct 17	Induction Training for new Foundation Governors	19.00-20.30	DABCEC

2 Nov 17	Come and See Planning Workshop Key Stage 2 Class Teachers	10.00–12.00	DABCEC
3 Nov 17	Rainbows – Training for existing Rainbows Site Coordinators	09.30–15.15	DABCEC
8 Nov 17	Admission Appeal Panel training – Chairs of Admission Appeal Panels	10.00–12.30	DABCEC
13 Nov 17	Outstanding Governance – Support and Challenge in a Catholic School	19.00–20.30	DABCEC
17 Nov 17	Aspiring Catholic Leaders’ – Middle Leaders’ Development Day	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/](http://www.abeducationservice.org.uk/Courses/). **Please refer to the earlier item in this issue (on page 3) concerning booking instructions for courses.**

## Appointments

NEWLY APPOINTED HEADTEACHERS		
Name	School	With Effect From:
Jill Keany Interim Executive Headteacher	St Joseph’s Catholic Primary school, Guildford	September 2017
Rachel Kershaw Interim Headteacher (covering maternity leave)	Cottesmore St Mary Catholic Primary School, Hove	September 2017
Catherine Burnham	Cardinal Newman Catholic Primary School, Hersham	September 2017
Gemma Irvine	St Mary Catholic Primary School, Worthing	September 2017
Tamsyn Lawlor	St Joseph’s Catholic Primary School, Redhill	January 2018
Pete Byrne	Chatsmore Catholic High School, Worthing	September 2017

NEWLY APPOINTED DEPUTY HEADTEACHERS		
Name	School	With Effect From:
Nicholas Stopps	The Marist Catholic Primary School, West Byfleet	September 2017
Gemma Nunes	St Mary Magdalen’s Catholic Primary school Brighton	September 2017
Georgina Morganti	St Dunstan’s Catholic Primary School, Woking	September 2017

NEWLY APPOINTED CHAPLAINS		
Name	School	With Effect From:
Lisa Byrne	St Dunstan’s Catholic Primary School, Woking	September 2017

## Vacancies

There are currently no Headteacher vacancies at this time in the Diocese. All advertised posts have been filled.