



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



March 2019



Director's Letter

Dear Colleagues,

I write at a time of almost unprecedented uncertainty in peace time. Brexit looms large with no agreement currently in place and a backdrop of political disagreement both in the UK and with the EU. It is said that the UK is now one of the most unequal societies in Europe, with the Brexit debate only further deepening political and social divisions.

Notwithstanding this, Catholic schools have always been havens in which children flourish in an environment rooted in Christian virtues and values, welcoming of all faiths and none. Yet our own school communities have been deeply affected by the debate raging all around. What is certain is that life will go on regardless of the outcome in the coming weeks and months. It is, of course difficult to advise exactly how to plan for the unknown. However, I have endeavoured to set out below some areas schools might want to consider so that together we can weather the storms which lie ahead.

Staffing

With the current teacher shortages and low levels of unemployment it is proving difficult to recruit suitable new staff. The government has admitted its post-Brexit immigration policy could hit teacher recruitment. While immigration may be restricted to those with higher skill levels in future, it is unknown if the proposed £30,000 earnings threshold for workers wanting to come to the UK will impact on teachers. So planning how to recruit, train and retain staff now is important.

As an idea of the potential impact, teachers from Europe currently equate to around 2.6% of primary school teachers and 3% of secondary school ones.

- Are there any other ways that you can incentivise and retain staff? Consider what you provide in terms of skills training and benefits in kind
- You may need to think differently to attract and recruit new staff. Are there any channels for advertising for staff which are not already being used, and can you offer flexible working arrangements?

- Under a “no deal” scenario, EU, EEA EFTA and Swiss citizens will need to apply to stay in the UK if they plan to continue living in the UK after 2020 – you may need to ensure staff who fall under this criteria are aware and do so before the 31 December 2020 deadline
- In the event of a “no deal” workplace rights are likely to be affected, guidance on this can be found at GOV.UK

Pupils

Schools are dependent upon pupil numbers. Therefore it is pleasing that children living in the UK will be able to apply and access a school place regardless of migration status after our exit from the EU. However, in a “no deal” scenario, EU, EEA EFTA and Swiss nationals will need to apply to the EU Settlement Scheme by 31 December 2020 to remain beyond that date. Therefore as mentioned previously regarding staff, schools should look to encourage this to enable continued funding and places being taken.

Safeguarding

In a “no deal” scenario, the requirement for EEA professional regulating authorities to share details of any sanction or restriction imposed on teachers will no longer apply. This means the Teaching Regulation Agency will no longer maintain details of those teachers who have been sanctioned in EEA member states. Keeping Children Safe in Education statutory safeguarding guidance will be updated shortly to advise schools and colleges about how an EEA regulator’s assessment of a teacher’s professional competence can be checked in future.

Travel disruption

We are regularly reminded on the News that the potential for increased border checks at the Channel ports and Eurotunnel could easily result in a build-up of traffic from freight transport in the surrounding areas. Although the above is likely to mainly affect Kent, there will be a knock-on effect to surrounding counties and it is therefore likely that part of the diocese may be affected. In addition, it is possible that schools in close proximity to Gatwick may face some disruption.

In view of the continuing uncertainty, you may find it helpful to look in more detail at government advice for schools in the event of a no deal : <https://www.gov.uk/government/publications/eu-exit-no-deal-preparations-for-schools-in-england/eu-exit-no-deal-preparations-for-schools-in-england>

However....

In spite of the gloomy messages above, we have so much to be thankful for and to celebrate. As a Catholic community, we are able to live, educate and worship in peace in the UK. As world events show us all too regularly and painfully, this is a blessing which we should never take for granted. And as a community, we place great importance and value on the education we provide for all in our care. For us, whilst there are a range of alternatives to Catholic education, there is no substitute. I hope that whatever happens in the weeks and months to come, we will continue with our commitment to helping our young people to view themselves as caring, global citizens of God’s world – proudly rooted in their local communities, but also excited at the opportunity to step out into a bigger world, undaunted by the Brexit debate.

Thank you for all you are doing to support, promote and protect Catholic education across our Diocese.

Best Wishes,



Marie Ryan

Vacancy at the Diocesan Education Service for: Lead Education Officer



The Education Service is seeking a Lead Education Officer (LEO) to join a committed, hardworking and friendly team from September 2019. The LEO will play a pivotal role within the Diocesan Education Service, working in close collaboration with Teaching Schools, Catholic Education Trusts, Catholic NLEs, Local Authorities and other agencies as appropriate on continued, sustained Catholic school improvement and school to school support.

The LEO will engage, influence, and further strengthen our good relationships with diocesan Teaching Schools and Catholic Education Trusts, working in partnership to co-construct and secure high quality 'joined up' school-to-school support across the diocese in support of our Catholic identity and mission.

Please see our website for full details, including an advert, Job description, person specification and application form. Alternatively, please contact Ann Baldwin ann.baldwin@abdiocese.org.uk for further details.

Closing date: Monday 15th April.

Interview date: Monday 29th April.

Please note: this position is **not** a reserved post.

* ACTION REQUIRED * - Ofsted Education Inspection Framework Consultation



As headteachers in the diocese are aware, Ofsted launched their Education Inspection Framework consultation on 16 January 2019. This will run for twelve weeks until Thursday, 4 April 2019.

There is a link to the consultation on the front page of the Ofsted website (www.ofsted.gov.uk). The consultation allows all schools the opportunity to say what they feel about the new framework. **If headteachers want their voice to be heard, it is important that as many schools as possible (individually) respond directly to the consultation. We would ask heads to do this as soon as possible.**

In addition, the Diocesan Education Service will respond to the consultation. To ensure we give a fully comprehensive response, we are seeking the views of headteachers. If heads in the diocese would be willing to share their opinions on how they think the new framework would be both beneficial and challenging to their school, we would very much appreciate hearing from them. In response to this, please send your comments to Sarah Feist at the Education Service at sarah.feist@dabnet.org before **Monday 1 April 2019**.

Good Shepherd Celebration Liturgy – Worth Abbey Wednesday 19th June 2019

The time has come around again for our annual Good Shepherd celebration Liturgy held at Worth Abbey on Wednesday 19th June 2019 at 11:30am.

The theme for this year's celebration will be 'we are bread to the world' linking to the messages from the readings, where we are reminded that God has chosen us to bring good news to the poor, do good work for others and transform hearts by being a cheerful giver.

All details have been sent to schools and are also available under the News section on the Education Service website (www.abeducationservice.org.uk)

This is always a reflective and exciting day where all our diocesan schools come together to celebrate the good works they do for Missio, truly living out the mission of 'children helping children.'

We are sure the day will be a success and look forward to welcoming all schools at Worth Abbey.

Secondary School Pilgrimage to Arundel Cathedral – Wednesday 26th June 2019

The Catholic Children's Society operate a Crisis Fund which provides immediate financial support for families facing a crisis in their lives.

The Diocese of Arundel and Brighton has been supporting the 'Crisis Fund' since November 2017 when Bishop Richard requested that the Crib Offerings in the diocese were dedicated to supporting the fund.

Bishop Richard has also requested, that from Lent 2019, all Secondary schools in the Diocese of Arundel and Brighton support this initiative by raising money for the fund during Lent. Secondary schools in the diocese are proud of their achievements when raising funds for those in need; especially during Lent when they focus on prayer, fasting and almsgiving.

We are delighted that Bishop Richard will be leading a Secondary Schools' Pilgrimage to Arundel Cathedral on Wednesday 26th June 2019. This will be the third Pilgrimage for Secondary schools in the diocese. The Good Samaritan Pilgrimage will be an opportunity for all our Secondary school pupils to come together and celebrate through pilgrimage, prayer and Mass, the funds they have raised for the Crisis fund.

Every single penny raised for the Arundel and Brighton Crisis fund is used exclusively in the Arundel and Brighton diocese. Headteachers and Parish Priests can apply to the crisis fund, on behalf of a family, for a one-off grant that is usually responded to within 24 hours. It is for members of the school or parish community, who find themselves in severe financial hardship. This support can make a huge difference to families in desperate situations when they have nowhere else to turn.

The crisis fund has already benefited some of the families in our diocese and Headteachers who have applied for grants have agreed that this is a valued resource to support those who are in desperate need.

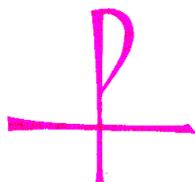


Admissions

Thank you to all schools for sending their final determined admission arrangements for 2020-21 to the Education Service. The statutory requirement on schools is to send those determined admission arrangements to the Diocese, the Local Authority and post on the school's website by 15 March 2019. That date has now passed so please do ensure that you have sent the admission arrangements to the LA and have put your 2020-21 admissions policy and SIF on the school's website.

Please contact Simon Parr (simon.parr@abdiocese.org.uk) if any questions.

CCRS Course coming to the Diocese



In support of Bishop Richard's Pastoral Plan, the Diocese are planning the launch of a CCRS course, starting in September 2019. The Catholic Certificate in Religious Studies has been established since 1991 and aims to provide an introduction to Catholic theology and give an understanding of the central truths of our Faith.

The CCRS course will be open to teachers working in Catholic schools, catechists, people involved in pastoral and liturgical work and other interested adults. Full details can be found at <http://www.brs-ccrs.org.uk/index.php>.

For more information and to express an interest in attending the course, please contact Jon Harman, Adviser for Formation and Spirituality, at the St Philip Howard Centre: 01293 651157 or email jon.harman@dabnet.org.

CES Schools Census 2019

The CES Schools Census commenced on 17 January 2019. We are both delighted and appreciative that all schools promptly completed this and as a result managed a 100% return rate for Arundel & Brighton Diocese. Many thanks!

Buildings & Finance Matters

Buildings

LCVAP and HPCF 18-19

Many thanks to all who have been so diligent in submitting claims for these projects. As this goes to press, just 1% of the £4.2m of LCVAP is unpaid (although the claims have been submitted); £20k out of £323k is unpaid on HPCF (but the claim for that is also in).

LCVAP 19-20

The process of co-ordinating competing priorities with the Diocese of Chichester is still in progress; it seems unlikely that the ESFA will confirm the total funding available until the beginning of April (25% of their staff have been seconded to the Department for Brexit, and that has clearly affected them).

We will let schools know as soon as possible whether their bids have been successful or not, but this is likely to be the second week in April. We do know that this is not helpful for schools planning works for the summer, but is rather out of our control.

LCVAP from 2020 onwards

The coming year is the last for the current LCVAP regime; from 2020 onwards, allocations will be made on a Diocesan basis, so we won't have to negotiate with other dioceses, and will be able to prioritise needs across the whole diocese, rather than within Local Authority areas.

We will, however, have to undertake the administration of this, which has previously been done by the ESFA.

We are working with other Catholic dioceses and the Catholic Education Service to develop a model which will, we hope, make life as easy as possible for schools; we have also been part of a small group of dioceses talking to the ESFA about how the capital funding system might be improved (they have made it clear that they were not in a position to discuss increasing the pot, although they assured us that they are seeking just that from the Treasury).

We have been consulting with schools in the Diocese, and will continue to do so as we develop a new model.

Watch this space!

Additional capital funding

The Chancellor's "little extras" arrived in governors' bank accounts at the beginning of February; it was encouraging to note that the figures tallied with those in the ready reckoner published last December, except that those figures were the 90% figures – so the value of the funding is actually 11% higher!

Schools are reminded that this money needs to be spent by March 2020; the usual rules about capital funding apply – minimum project of £2,000 net, VAT is not reclaimable and governors must find 10% of the project costs.

Gift Aid

The Diocesan Finance Office have issued the following "Gift Aid FAQ for Schools":

Why is the Diocese no longer claiming Gift Aid for schools?

HMRC have advised us that it is not compliant for the Diocese to collect the Gift Aid for schools as the funds do not belong to Diocesan charity but are controlled by the school governors who have raised the funds.

When will the Diocese stop accepting claims?

We will claim for donations received up to the end of current tax year ending 5th April 2019. No donations received after this point will be processed.

What should the school do?

The school needs to seek recognition from HMRC in its own right and set up its own Gift Aid arrangements. This includes seeking a new Gift Aid Declaration (GAD) from each donor. Previous GADs signed in relation to the Diocesan charity are not transferrable.

How do I make sure my Gift Aid Declaration is GDPR Compliant?

The Gift Aid Declaration should be signed by the donor, and they should be asked for their consent if you are collecting an email address for sending the annual donor statement. Donor

emails supplied on the Gift Aid Declaration should not be used for marketing purposes. A note on privacy should be added to explain that personal details are stored securely and only used for the purpose of claiming Gift Aid.

Can I transfer my data from the Diocesan GiftWise system to our own GiftWise database?

Speak to Carn Software about how they can support your input of donor names and addresses into a local school version of GiftWise. The Gift Aid Declaration will not be transferrable as it relates to the Diocesan charity only. Carn can be contacted on 01236 710700 (ask for James McKelvie) or contact james@carnsoftware.co.uk.

What if the school is joining a Multi Academy Trust?

The Multi Academy Trust will have its own arrangements. When a school joins a MAT it ceases to have independent legal status so if you plan to join Bosco or Xavier MAT soon it will not be worthwhile establishing a Gift Aid scheme now.

Will I still have access to GiftWise?

You can access GiftWise until the end of December 2019 in order to finalise any claims for donations received prior to 5 April 2019.

Will Current Standing Orders still be valid?

Donors giving to the school governors' fund by standing order can continue to do so. They will need to sign a new GAD so that the school can claim Gift Aid on this.

Where can I get more help?

The Schools Building Officer Mark Brunet is supporting School Business Managers with this change (email: mark.brunet@abdiocese.org.uk).

Note to Clerks

- Please can we remind you to notify us of any changes to the governing body, particularly 'other' governors i.e. those apart from Foundation Governors. If your governing body is thinking of reconstituting at any stage, please note the Diocese must agree this before details are sent to the Local Authority. The constitution range of Academies is determined by the Trust, however any changes to the constitution should also be agreed with the Diocesan Education Service. Guidance on the constitution of governing bodies in maintained schools can be found on the link below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/640562/The_constitution_of_governing_bodies_of_maintained_schools_2017.pdf

In addition, if there are any changes to email addresses, particularly the Chair of Governors, please notify us straight away.

- **Just a reminder that the Clerks Forum originally set for 9 January 2019 was rescheduled to Wed 27 March 2019 (details below).**

<p style="text-align: center;">Clerks Forum</p> <p style="text-align: center;">Wednesday 27th March 2019</p> <p style="text-align: center;">10.00 am – 12.00 noon</p>

Representatives from Governors Virtual Office will be giving a presentation and facilitating a question and answer session. This will be an opportunity to see what the GVO has to

offer. This presentation was very well received at the Forum in January. In addition, any clerks whose governing body are already using this system, will have an opportunity for questions and answers.

The Forum is an opportunity for all clerks to meet, network and share best practice with other diocesan school and academy clerks. It is an opportunity to discuss key topics relating to the role of Clerk to Governors. Please make every effort to attend this forum.

- Can we ask clerks to point all governors to read *The Alpha Beta* for their information, to remind them of the courses that are available to them, and to regularly visit the diocesan website at www.abeducationservice.org.uk for the latest news and information.
- 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, St Philip Howard Centre, Education Service, 4 Southgate Drive, Crawley, West Sussex RH10 6RP

Re Workload: DfE publishes (15 March 2019) updates to the tool kit and case studies

The DfE published updates to the workload reduction toolkit in March in response to the recommendations of the Making Data Work report plus comments and feedback provided by teachers and leaders across the country.

The updates are:

- A **new** section on reducing workload when managing behaviour including a workshop, a one page handout and an example from Redbridge Community School.

The link to this can be found at:

<https://www.gov.uk/government/publications/behaviour-management-reducing-teacher-workload>

- A **new** section to support governing boards and trustees to reduce workload including an example from Ongar Primary School.

The link to this can be found at:

<https://www.gov.uk/government/publications/supporting-governing-boards-and-trustees-reducing-teacher-workload>

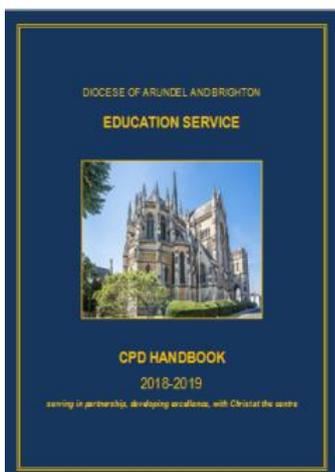
The DfE has also published new practice examples and case studies, responding to teacher feedback which said they find such examples helpful:

- Stage 1 – [identifying the issues](#): examples from Anderton Park Primary School and Kensington Primary School
- Stage 2 – Addressing the issues:
 - [managing change section](#): examples from King Charles I School and Witton Park Academy plus a video from Kensington Primary School
 - [feedback and marking section](#): a new example from Godmanchester Community School
 - Revised advice for leaders '[Ways to reduce workload in your school\(s\)](#)' including a new section on behaviour management
- Stage 3 – [evaluating the impact](#): an 'evaluating outcomes' template from the Ascent Trust

Upcoming Courses and Events

A summary of the courses for the remaining period of Summer Term 2019 include:

SUMMER TERM 2019				
APRIL				
Wednesday	24	Preparation for S48 – School Self Evaluation	14.00 – 17.30	St Philip Howard Centre
Friday	26	Developing pupils as spiritual leaders / Planning Retreats for staff and pupils	09.30 - 15.15	St Philip Howard Centre
MAY				
Wednesday	1	RSE / EPR / PSHE Conference	09.30 - 15.15	St Philip Howard Centre
Friday	3	Support for School Chaplains (Day 3 of 3)	09.30 - 15.15	School Based
Wednesday	8	Outstanding Governance: Support and Challenge in a Catholic school	19.00 - 20.30	St Philip Howard Centre
Monday	20	School Business Managers' Forum	10.00 – 12.30	St Philip Howard Centre
Thursday	23	Primary RE - Training for Teaching Assistants / Support Staff	09.30 - 15.15	St Philip Howard Centre
JUNE				
Wednesday	5	Induction training for new Foundation Governors	19.00 - 20.30	St Philip Howard Centre
Thursday	6	Cross-Phase Conference: Developing and Nurturing Spirituality	09.30 - 15.15	St Philip Howard Centre
Tuesday	11	Primary RE: Creating effective RE Action Plans	Twilight	Deanery Based
Wednesday	19	Good Shepherd Celebration	11.30 – 13.30	Worth Abbey
Friday	21	Primary NQT Training (Day 3 of 3)	09.30 - 15.15	St Philip Howard Centre
Friday	28	Religious Education - Effective Transition Years 6 – 7	09.30 - 15.15	St Philip Howard Centre
JULY				
Wednesday	3	Aspiring Middle Leaders' Development Day (Day 3 of 3)	09.30 - 15.15	St Philip Howard Centre
Thursday	4	Primary RE Coordinators (Day 3 of 3)	09.30 - 15.15	St Philip Howard Centre
Wednesday	10	Secondary Heads of RE (Day 3 of 3)	09.30 - 15.15	St Philip Howard Centre
Thursday	11	Rainbows Conference	09.30 - 15.15	St Philip Howard Centre



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/.

As well as details for individual courses, the website also provides a facility to book on to courses

CES Model Application Forms

We have been reminded by the Catholic Education Service (CES) concerning the CES model application forms on their website.

Please note that the model forms should not be used as final versions and need to be adapted. The new GDPR regime requires these adaptations are made and the forms have a section specifically for this. The CES have emphasised that it is essential that schools use suitably adapted versions reflecting the specific privacy arrangements that are in place.

The CES is still being contacted by applicants who have been directed by their schools directly to the CES website and to the CES model forms. The CES has asked us to remind our schools to adapt the new forms and host them on their own websites, rather than direct them to the model forms.

Recent Appointments

NEWLY APPOINTED HEADTEACHERS		
Name	School	With Effect From:
Paula Best Headteacher	St Polycarp's, Farnham	September 2019
James Field Headteacher	St Richard's, Chichester	September 2019
Lisa Kelly Headteacher	St Clement's, Ewell	September 2019
Maria Cowler Headteacher	St Wilfrid's, Burgess Hill	September 2019
Tom Collins Headteacher	St Joseph's, Guildford	September 2019
Siobhan Andrews Interim Headteacher	St Mary Magdalene Catholic Primary School, Bexhill-on-Sea	1 st September 2018 (1 year appointment)

Current Vacancies

Headteacher Vacancies		
	School	With Effect From:
Headteacher	St Mary Star of the Sea, St Leonard's-on-Sea	September 2019
Headteacher	St Robert Southwell, Horsham	September 2019
Headteacher	St Mary's, Crowborough	September 2019
Headteacher	St Thomas A Becket, Eastbourne	September 2019
Headteacher/Head of School	Annecy, Seaford	September 2019

Please may we 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 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 on the Appointment of Teachers to Catholic Schools* can be found at:

www.catholiceducation.org.uk/employment-documents/bishops-memorandum/item/1000049-memorandum-on-appointment-of-teachers-to-catholic-schools

and finally ...

Education Service email addresses

Please note that the emails of all diocesan staff and office emails have moved to: @abdiocese.org.uk

If you wish to email an individual in any of the diocesan offices their email is **first name.last name @abdiocese.org uk**, e.g. john.smith@abdiocese.org.uk.

Similarly organisation emails follow the same pattern. Therefore schools@dabnet.org is now schools@abdiocese.org.uk

The old email addresses will continue to work for a period of time. However, we would advise changing your contacts and address books as soon as possible.