



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



September 2018



Director's Letter

Dear Colleagues,

Welcome back after what I hope was a restful and enjoyable Summer. Last year was a very busy and successful year for schools and academies across the diocese and I hope that everybody managed to switch off and relax for as much of the holiday as possible. Despite our only being one week into the new academic year, things are already moving apace and August already feels a little way behind us!

Congratulations! May I begin this letter by congratulating primary and secondary schools and academies alike on some outstanding outcomes for children and young people. Headlines SATS data published on 10th July showed that a large number of diocesan primary schools and academies had achieved very highly. Despite the change to numerical grades and the uncertainty caused by key reforms to GCSE, secondary schools are celebrating some excellent results at GCSE and A-level. Particularly important is the fact that these successes at primary and secondary alike are achieved within, not at the expense of, a distinctive Catholic ethos. Our schools and academies are places in which children and young people learn how to be more than just good workers; they learn to be good citizens who look beyond their own needs, to those of others.

Newly appointed Headteachers: We welcome the following newly appointed Headteachers and hope they will be very happy and fulfilled in their new positions:

- Siobhan Andrews – Interim Headteacher, St Mary Magdalene's, Bexhill
- Paula Best – Head of School, St Polycarp's
- Paul Gallagher – Interim Head, Annecy
- Paul Gower – Head of School, Salesian School

I know they will be made to feel welcome and hugely supported by their colleagues in school, the deanery and across the diocese. We will shortly be sending out invitations for new Heads and

their Diocesan professional partners to attend an Induction for new Heads at Dabcec. We hope they will all be able to join us.

Recruitment: As many of you will be aware, the diocese has undergone a restructuring process over the past few months and there have been changes to various departments as a result. Here at the DES we are currently recruiting for three part-time positions with an anticipated start date of January 2019 or as soon as possible thereafter: .6 Lead Education Officer; .4 Adviser for Secondary RE and Catholic ethos; and .3 Standards Officer. Full details are available at www.abeducationservice.org.uk with a closing date of 17th September. Interviews will be held over the period of Wednesday 3rd to Friday 5th October 2018. I would be very grateful if you would bring these positions to the attention of any staff who may be interested.

On behalf of all at the Education Service, I wish you a very happy and rewarding new school year!

Best wishes,



Marie Ryan

Curriculum Fund

Finance is an ever-pressing concern and so any additional funds which may become available are welcome. In January 2018, the government announced a £7.7m Curriculum Fund to reduce the workload burden associated with curriculum planning. As a first step, the Department for Education has launched the first phase of this fund through the 'curriculum programme pilot' grant. The pilot is intended to test the impact of knowledge-rich, well-sequenced curriculum programmes on reducing teacher workload and improving pupil outcomes.

A fund will be available for a small number of schools to refine high quality curriculum programmes they have already developed, and to trial these with other schools. The pilot will be open to schools with programmes in history, geography and/or science, for key stages 2 and/or 3 and will run from January 2019 for two terms. Schools and trusts can register interest and receive further information by emailing: Curriculum.Fund@education.gov.uk.

**Please note the (fast-approaching) deadline for applications is:
Monday 17 September at 11:45pm.**

Academies

We look forward to seeing representatives from all our academies and both Trust Boards at our forthcoming Academies Celebration on Monday, 17th September at Worth, 9am–1.45pm. Bishop Richard will be joining us to celebrate the first two years of academies in Arundel and Brighton, and to look forward together to the next stage of our journey. If you have not yet done so, please confirm attendance with Gill Sajnog as soon as possible for catering purposes.



As last year, the Education Service has produced an online Admissions Tutorial for schools to set their admission arrangements for 2020-21. The Tutorial can be found on the Education Service website at: <https://www.abeducationservice.org.uk/News/View/181> . We would urge all schools to use it.

The Admissions Tutorial is designed to help all schools (whether consulting or not) and to walk them through the process of setting admission arrangements for 2020-21. It clarifies the statutory deadlines and highlights any necessary date changes or other amendments.

The Tutorial advises schools that are planning changes to their admission arrangements (and therefore needing to consult) to contact Simon Parr at the Education Service by 31 October 2018.

It also advises schools that are not planning to make changes (and therefore not consulting) to contact Simon Parr confirming this by latest 30 November 2018.

We would ask schools to consider the issue raised in the following item of this Alpha Beta and then to contact Simon Parr as soon as possible just to inform the status of their 2020-21 admission arrangements so that any statutory deadlines can be met.

Contact: Simon Parr (simon.parr@dabnet.org) 01293 511130.

The admission into school of children previously in state care outside of England

On 4 December 2017 the Minister of State for School Standards wrote to all local authorities and admission authorities. He announced that when the opportunity arises he intends to amend the School Admissions Code to ensure that children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted, also receive the same highest priority for admission into a school in England. Until such time, the Minister said he wishes admission authorities to introduce oversubscription criteria to give these children second highest priority for admission into school.

However, the CES has raised concerns to the DfE about how admission authorities would be able, evidentially, to determine whether a child has previously been in care outside of England. The lack of clarity would also mean that parents would not easily be able to understand what they would need to provide in order to fall within this criterion. This might lead to objections that the

admission arrangements failed to meet the requirements of the Code which requires criteria to be reasonable, clear, objective, procedurally fair and compliant with all relevant legislation, including equality legislation.

With the onus on admission authorities to make judgements about evidence that is being provided, we believe our schools will be put in a very difficult position with a real possibility of a different admission authority reaching a different conclusion on the basis of the same information.

We agree with the CES who feel that governing bodies are simply not equipped to understand the complexities of the care system across the world. **Therefore, on this basis, and to avoid any difficulties in the interim, our advice to schools is to not make any changes on this issue until the requirement becomes statutory.**

Exam Successes at GCSE and A Level

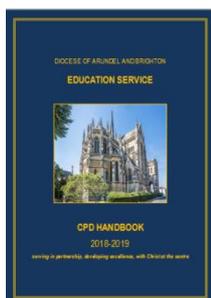


Students, their parents and the staff of schools celebrating wonderful results for both A levels and GCSEs this summer.

All secondary schools across the Diocese are judged as 'Outstanding' or 'Good' by Ofsted. Despite the new courses/specifications, caring teachers from these schools guided and inspired students to work hard and produce exceptional academic performance and spectacular

progress.

New CPD Booklet available



The Education Service CPD Handbook for the academic year 2018-19 is now available. Please see the Courses and Events section of the website for details of individual courses and to book onto the courses.

In the [Courses and Events section](#) of the website, you can also see courses available in a calendar view or as a downloadable version of the Handbook.

Data Request to Primary and Secondary Schools and Academies

As an advance notice, we will be sending out emails (titled 'Data Request') to schools / academies in the week commencing 12 November to request data which is really important for effective place planning in the diocese.

In the last academic year, schools were very helpful in providing the data requested. We would be very grateful if the requested information can be returned to us by the end of November 2018.

With many thanks in advance for your assistance.

Contact: Simon Parr (simon.parr@dabnet.org) 01293 511130

Buildings & Finance Matters

LCVAP 18-19

A great deal of work was undertaken over the summer – many thanks to all those involved. Please do keep us informed of any significant progress or changes in projects as they develop – in particular, if any are likely to slip, as we can then reallocate funds to those projects in need (and we do have a few...)

Healthy pupils capital funding (HPCF)

HPCF allocations were announced last term, and most projects are now either in hand or complete. Please do make sure that the final amounts are all claimed – the claim form, duly signed, needs to be accompanied by receipted invoices. This is an on-off funding stream and any money not claimed this year is lost (and schools out of pocket!). If in doubt about the process, please ask.

LCVAP 19-20

The bid forms for LCVAP for next year are now available on the Education Service website www.abeducationservice.org.uk – search resources for “LCVAP”. Closing date for applications is the end of October.

There will be an information evening on 18 September 2018, from 7pm to 8.30pm, to help senior leaders and governors to get to grips with buildings issues and, in particular, how LCVAP can be accessed. Search for “LCVAP” under “Courses and Events” on the website.

Asbestos

Many thanks to all those schools who successfully negotiated the administrative nightmare of the ESFA Asbestos Management survey – we have a good percentage of completed (and compliant) returns made from our schools.

For those schools who didn't quite manage this in time for the deadline, the ESFA will be opening the website back up – probably in mid-September – and they (and we) would welcome a 100% return statistic. We will inform the relevant schools directly once we know the process can be completed.

CES update Model Employment Policies and Procedures

The Catholic Education Service (CES) produces separate versions of policies and procedures for schools and academies. They are designed to ensure that the Bishops' objective, that Catholic schools and academies fulfil their responsibilities to preserve and develop the Catholic character of the school, is met throughout the employment relationship.

The CES policies and procedures are designed to cover all substantive issues that can arise in a school environment. Models of this nature cannot cover matters that arise which are specific to local circumstances. Whilst schools, in order to comply with the Bishops' requirements, must adopt the model policies as published by the CES, they may need to be adjusted to meet the specific practical needs of the school and its workforce, in consultation with both staff and local union officials/representatives. Schools are required to seek approval from their diocese when any

CES document is amended. For example, these amendments may include a local agreement in relation to the maximum number of objectives in an appraisal cycle or even inserting additional school level procedures such as a pay review.

The CES recently updated the CES model policies and procedures. These documents include the CES Model Capability Policy and Procedure, CES Model Sickness Absence Policy and Procedure, CES Model Grievance Resolution Policy and Procedure, CES Model Disciplinary Policy and Procedure, CES Model Appraisal Policy and Procedure and CES Model Contracts of Employment.

The updated policies and procedures can be found out:

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

The Education Service has posted a summary of the main changes made in response to feedback from national trade unions. This can be found at the Resources/CES Resources part of the Education Service website.

DfE's Keeping children safe in Education

On 3 September 2018, the DfE published a revised version of its guidance 'Keeping children safe in education'. Updates include changes to information for all staff (part 1) and the management of safeguarding (part 2) and a new section covering child on child sexual violence and sexual harassment (part 5). Annex H provides a table of all changes. These changes are in addition to the amendments published by the DfE in March 2018.

The updated document of 'Keeping children safe in education' can be found at:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Note to Clerks

We welcome Clerks back to the new academic year! We hope you had a happy and restful summer break.

Thank you to all the Clerks who sent the Education Service an updated list of governors. It is a vital part in keeping our databases up to date. If you have not already done so, please send up to date details as soon as possible to gill.sajnog@dabnet.org. It would also be much appreciated if you could confirm to Gill the name of the Chair and Vice Chair of Governors, after elections have taken place this term. Please advise us both new Chairs of Governors and current Chairs of Governors if they have been re-elected.

The following table details the Governor Training scheduled this term. Please ensure that your governors are aware – full details of all courses are available on our website:

<http://www.abeducationsservice.org.uk/Courses/>

| | | | |
|------------------|---|---------------|--------|
| Wed 19 September | Induction training for new Foundation Governors | 19.00 - 20.30 | DABCEC |
| Tue 25 September | Training for Governors appointed to CET Trust Boards | 19.00 - 20.30 | DABCEC |
| Mon 15 October | Induction training for new Chairs of Governors | 19.00 - 20.30 | DABCEC |
| Mon 19 November | Outstanding Governance – Support and Challenge in a Catholic school | 19.00 - 20.30 | DABCEC |

Future important dates for your diaries:

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| <p>Clerks Forums Wednesday 9 January 2019 10.00am – 12.00noon St Peter’s Catholic Primary School, Leatherhead</p> <p>Wednesday 23 January 2019 10.00am – 12.00noon St Bernadette’s Catholic Primary School, Brighton</p> |
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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

Upcoming Courses and Events

A summary of the courses for the months of September to December 2018 include:

AUTUMN TERM 2018

SEPTEMBER

| DAY | Date | EVENT | TIME | VENUE |
|-----------|------|--|---------------|--------|
| Wednesday | 12 | Welcome for staff new to teaching in a Catholic setting | 14.00 – 17.30 | DABCEC |
| Friday | 14 | Primary RE – Support and training for staff new to teaching ‘Come and See’ | 9.30 - 15.15 | DABCEC |
| Tuesday | 18 | LCVAP Information Evening | 19.00 – 20.30 | DABCEC |

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|-----------|----|--|---------------|--------|
| Wednesday | 19 | Preparation for S48 Inspection – School Self Evaluation | 14.00 – 17.30 | DABCEC |
| Wednesday | 19 | Induction training for new Foundation Governors | 19.00 - 20.30 | DABCEC |
| Thursday | 20 | Primary RE: Training and support for new RE Coordinators | 14.00 – 17.30 | DABCEC |
| Monday | 24 | Section 48: Training for Section 48 Inspectors | 14.00 – 17.30 | DABCEC |
| Tuesday | 25 | Training for Governors appointed to CET Trust Boards | 19.00 - 20.30 | DABCEC |
| Wednesday | 26 | Section 48: Training for Section 48 Inspectors | 14.00 – 17.30 | DABCEC |
| Friday | 28 | Primary NQTs' Induction (Day 1 of 3) | 9.30 - 15.15 | DABCEC |

OCTOBER

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|-----------|----|---|-----------------|--------------|
| Tuesday | 2 | Support for School Chaplains with Bishop Richard (Day 1 of 3) | 9.30 - 15.15 | DABCEC |
| Wednesday | 3 | Aspiring Middle Leaders' Development Day (Day 1 of 3) | 9.30 – 15.15 | DABCEC |
| Monday | 8 | School Business Managers' Forum | 10.00 – 12.30 | DABCEC |
| Thursday | 11 | Secondary Heads of RE (Day 1 of 3) | 9.30 – 15.15 | DABCEC |
| Friday | 12 | Primary RE Coordinators' Day (Day 1 of 3) | 9.30 – 15.15 | DABCEC |
| Monday | 15 | Primary RE: Assessment in Primary Religious Education | 9.30 – 15.15 | DABCEC |
| Monday | 15 | Induction training for new Chairs of Governors | 19.00 - 20.30 | DABCEC |
| Wednesday | 17 | Secondary teachers new to teaching Religious Education | Twilight TBC | SCHOOL BASED |

NOVEMBER

| | | | | |
|-----------|----|--|---------------|-----------------------|
| Wednesday | 7 | 'Taste and See' – Support for Prospective Foundation Governors | 19.00 - 20.30 | DABCEC |
| Thursday | 8 | Leaders at all levels: Understanding the distinctive nature of a Catholic school - <i>Mission Statements, Ethos, Gospel Values</i> | 14.00 – 17.30 | DABCEC |
| Monday | 19 | Outstanding Governance: Support and Challenge in a Catholic school | 19.00 - 20.30 | DABCEC |
| Friday | 23 | Secondary RE: Training and support for Aspiring Heads of Department | 9.30 - 15.15 | DABCEC |
| Monday | 26 | Cross-Phase Retreat for Headteachers | 9.30 - 15.15 | ASHDOWN PARK HOTEL |

| | | | | |
|-----------------|----|--|---------------|--------|
| Thursday | 29 | Primary RE: Planning Liturgies and Leading Acts of Worship | 14.00 – 17.30 | DABCEC |
| DECEMBER | | | | |
| Wednesday | 5 | Rainbows Bereavement Training: 'When Somebody Dies' | 9.30 - 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/.

Recent Appointments

| NEWLY APPOINTED HEADTEACHERS | | |
|--|---|--|
| Name | School | With Effect From: |
| Sarah Norville | Rydes Hill Prep School, Guildford | April 2018 |
| Olivia DeMorais | St Paul's Catholic Primary School, Thames Ditton | June 2018 |
| Paula Best Head of School | St Polycarp's, Farnham | September 2018 |
| Paul Gower Head of School | Salesian School, Chertsey | September 2018 |
| Paul Gallagher Acting Head | Annecy Catholic Primary School, Seaford | 1 st September 2018 (1 year appointment) |
| Siobhan Andrews Interim Headteacher | St Mary Magdalene Catholic Primary School, Bexhill-on-Sea | 1 st September 2018 (1 year appointment) |
| Catrin Jones Interim Executive Headteacher | St Mary Star of the Sea, St Leonard's on Sea | 1 st September 2018 (1 year appointment) |
| Caroline Rapley Interim Head of School | St Mary Star of the Sea, St Leonard's on Sea | 1 st September 2018 (1 year appointment) |

Current Vacancies

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

CROSS-PHASE RETREAT FOR HEADTEACHERS

MONDAY 26 NOVEMBER 2018

Advent Retreat

with Bishop Richard

“Rejoice in the Lord always: and again I say, Rejoice.”

Philippians 4:4-8



Let the Lord enter! He is the king of glory.

Monday 26th November 2018

9.30—15.15

Ashdown Park Hotel

Cost: £70