



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



### September 2015



#### Director's Letter

*Dear Colleagues,*

*I hope you have had a lovely Summer holiday and are feeling refreshed and ready for the new academic year.*

#### **Welcome!**

*First and foremost, a warm welcome to all pupils, staff and governors who have joined our Diocesan schools. I hope you will be very happy in your schools and will always feel supported by, and part of, the diocesan community. There are many courses and occasions over the next few months to help new staff settle in, including New Headteachers' Induction on 9<sup>th</sup> September; Headteachers' Retreat and Mass with Bishop Richard on 30<sup>th</sup> Sept; Support and training for NQTs on 9<sup>th</sup> October; Cross-phase Conference for Deputy Headteachers and Assistant Headteachers on 23<sup>rd</sup> October; Formation for staff new to Catholic schools on 19<sup>th</sup> November; and our diocesan Celebration to launch the Jubilee Year of Mercy on 9<sup>th</sup> December – more about this later!*

*On behalf of all those involved in our schools, may I extend particular welcome, congratulations and thanks to Headteachers joining (or re-joining!) the Diocese; Sarah Kemp-Powell – St Joseph's Guildford; Peter Edgington – St Mary's Bognor; Sarah Conrad- St Teresa of Effingham; and Stuart McPherson – Worth. I am confident each of you will feel supported not just by your own diocesan Professional Partner Headteacher but also by deanery colleagues and the Primary and Secondary Headteacher Associations. We hope you will be very happy in your new school community.*

#### **Congratulations!**

*Secondly, once again, there are an enormous number of reasons to celebrate across the diocese after an excellent set of results from SATs to GCSE and A level. These results are testament both to students' hard work and commitment and to the outstanding support from staff and parents in Catholic schools throughout the Diocese. Every member of each school community works together to bring the best out of their students. The Diocese is proud of each and every one of our schools, and truly grateful for the invaluable contribution made by all staff to shape our Catholic schools. I will be writing to schools about this in the next few weeks.*

#### **9<sup>th</sup> December –Launch of the Year of Mercy with Margaret and Barry Mizen!**

*This promises to be a busy and exciting term for us as we prepare for the fast-approaching Jubilee Year of Mercy, which begins on 8<sup>th</sup> December. To mark this, we are holding a celebration event on 9<sup>th</sup> December to launch our celebration with schools of the Year of Mercy, and to which all Heads and RE Co-ordinators/ Heads of RE are warmly invited. The event is being held at the Arora Hotel, Crawley in order for us to accommodate sufficient numbers and we hope that every school will support this by sending two delegates. We are honoured and delighted that Margaret and Barry Mizen have kindly accepted our invitation to give the key note address on 9<sup>th</sup> December. You may remember that Margaret and Barry's son, Jimmy Mizen, was*

murdered in an unprovoked attack, the day after his 16<sup>th</sup> birthday, in 2008. The Mizens lived in Lee Green, south-east London, and Jimmy attended St Thomas More Catholic Comprehensive School in Eltham. He served as an altar boy at Our Lady of Lourdes Church in Burnt Ash Hill.

Since his death, Jimmy's parents have worked tirelessly for peace, championing a message of forgiveness. You can read more about Jimmy Mizen and about his parents' remarkable response to Jimmy's murder here: [www.catholicherald.co.uk/features/2014/01/14/barry-mizen-jimmy-is-there-in-every-word-that-i-speak/](http://www.catholicherald.co.uk/features/2014/01/14/barry-mizen-jimmy-is-there-in-every-word-that-i-speak/)

### **Academies**

Bishop Richard recently wrote to all schools to confirm the Trustees' position on cluster MATs, and the letter has gone to all Headteachers and Chairs of Governors. After careful consideration, Bishop Richard and Trustees concluded that all cluster MATs should be cross-phase, thereby comprising a combination of primary and secondary schools. The provision of coherent, all through Catholic education from 4-18 is a great strength of the Catholic education system and we must all look forward together. Clusters will be cross phase for this reason. Work is on-going on the model of the provisional groups drawn up in part as a result of feedback from schools. As you will remember, each of the diocesan cluster MATs will be broadly geographical and will comprise, in most cases, two deaneries. In support of this, we now invite a group of interested schools to put themselves forward for consideration as the initial cluster MAT, in order for the process to be trialled and refined. Once the first MAT is successfully up and running, we will invite expressions of interest from a second group of schools to be part of the second wave of MATs.

### **CCRS Course 2015-2016**

The CCRS course is an introduction to Catholic Theology and its application in religious education and catechesis, and nationally accredited by the CES. It is invaluable for teachers and/or trainee teachers who wish to improve their knowledge and understanding the faith or seek promotion within Catholic schools. It is also very suitable for Foundation Governors who wish to promote and further develop the school's Catholic ethos. The course comprises eight short modules in total, and is delivered on a Thursday evening (6.45pm-9.15pm) at the Universities Catholic Chaplaincy (BN1 9SD) over an academic year. Those who wish to achieve the Certificate will complete a 1500 word essay (or agreed alternative) for each module. However, participants who are interested in learning more but who do not wish to write essays are entitled to attend without committing to writing essays. Each module costs a nominal £20 to cover expenses. If you would like to know more, or would like to book onto this year's course, please contact Dr. Kate Williamson at [k.williamson@brighton.ac.uk](mailto:k.williamson@brighton.ac.uk) or on 01273 776491.

### **Lastly,**

Many thanks to each and every one of you for the unique contribution you make to our school communities, and for all that you do for Catholic education in Arundel and Brighton. I wish you all a very happy and fulfilling term.

Best Wishes,  
Marie Ryan

## **Admissions – Important Developments**

As raised in the last edition of *The Alpha Beta*, schools need to be aware that there is an increasingly secular lobby against faith schools. As part of this there have been an increased number of objections to the admission arrangements of church schools across the country. In Arundel and Brighton four schools this year have had their admission arrangements objected to through the Office of the Schools Adjudicator. The first of the Adjudicator's determinations was published last week (3 September 2015).

To counter this trend, the Catholic Education Service (CES) set up a working party to a) develop and recommend a method for determining practice for the purposes of school admissions and b) develop national guidance. The Bishops' Conference has approved the former; the CES is currently working on producing the latter. There will be an increased focus for schools to follow Diocesan Guidance. New Guidance will be issued sometime during this academic year.

With the latest Admissions Code (published December 2014) bringing forward the applicable dates that schools now have to work to, there is insufficient time to liaise with governing bodies

and clergy on the developments to incorporate them for the 2017 round (as governing bodies need to review their admissions this month (see following item)). The new Diocesan Guidance and model policies will therefore apply to 2018-19 arrangements and beyond.

To understand the potential changes taking place, particularly if schools include attendance at Mass within the school's oversubscription criteria, we would encourage schools to send a representative to one of the admissions seminars taking place this month. The dates/venues are:

10 September 2015 (Thurs)	St Wilfrid's Catholic Primary School, Burgess Hill
16 September 2015 (Wed)	St Peter's Catholic School, Guildford
17 September 2015 (Thurs)	St Anne's Catholic Primary School, Chertsey
22 September 2015 (Tue)	St Wilfrid's Catholic Primary School, Angmering
23 September 2015 (Wed)	St Mary Star of the Sea Catholic Primary School, St Leonards

### Admissions – Important statutory dates for 2017 admission arrangements

Just to remind again, the new dates set by the 2014 Admissions Code that schools MUST comply with are:

1. The statutory dates for consultation on the school's 2017 admission arrangements now require governing bodies to consult for a 6 week period between **1 October 2015 and 31 January 2016**.

**Schools therefore need to review their arrangements in SEPTEMBER 2015.**

2. Following on from this, governing bodies have to now formally determine their 2017 admission arrangements by **28 February 2016**. [Previously the deadline was 15 April].
3. Schools now have to send a copy of their determined arrangements to the local authority and to the Diocese by **15 March 2016**. [Previously the deadline was 1 May].
4. The deadline for objections to the Schools Adjudicator has now been moved forward to **15 May 2016**. [Previously the deadline was 30 June].

Schools need to ensure that policy review dates and schedules for governing body agendas are therefore updated as appropriate for Autumn 2015 and Spring 2016.

### Admissions – Reminder to post admission arrangements on the school website

A quick survey of whether schools have the appropriate admission arrangements displayed on their website i.e for the 'current year' 2015-16 and for next year 2016-17 (determined by the aschool in April 2015) revealed that not all schools were compliant with the Admissions Code. It should be noted that this is a subject which the Adjudicator is 'hot' on.

A few schools have also not dated the year(s) that their Supplementary Information Form is applicable for.

Please would every school double check that they are displaying the correct and full sets of admission arrangements on their website.

In addition, as mentioned in a previous item above, the school needs to determine its admission arrangements for 2017-18 by the new deadline of 28 February 2016 and must also post these on the school's website by 15 March 2016. If the school is consulting on changes to its admission arrangements, these must be posted on the website for a 6 week period between 1 October 2015 and 31 January 2016. Please contact Simon Parr ([simon.parr@dabnet.org](mailto:simon.parr@dabnet.org) if you have any queries).

## Buildings Matters

- With the large number of buildings projects which have taken place over the summer, Business Managers and Bursars have been very busy. There will be an opportunity for them to share experiences (good and bad!) at the School Business Managers' Forum meeting on Monday 28 September from 10.00 to 12.30 at DABCEC (with lunchtime refreshments). There will also be an opportunity to hear about the excellent value procurement opportunities available through Church Marketplace. This organisation was created by the Catholic Church in England & Wales to enable the Catholic community to save costs by purchasing together. Free membership entitles you to access advantageous prices on a wide range of products and services.

There will also be a session designed to help form the shape of the Forum in the future – what would be of most use to Business Managers? An on-line discussion forum will be launched at the meeting – so if you haven't already signed up, please do so – and if you can't make it, but want to find out more, contact Mark Brunet, the Education Service Buildings Officer ([mark.brunet@dabnet.org](mailto:mark.brunet@dabnet.org)).

- Bids for LCVAP for 2016 – 2017 need to be submitted by 11 December 2015. The government has confirmed that LCVAP will continue for the next two years at the same cash level, so schools can be confident that funding will be available for projects. There will be a training session at 7pm on 5 October at DABCEC which will cover, among other things, the way LCVAP works, and hints for preparing a good bid. So if you are a Head, Governor or Business Manager and would like your school to access some of the £5m funding available to schools across the diocese for buildings works – this is the session for you!
- Washing up LCVAP for this year – many thanks to those schools who have brought projects in under budget. We do now have the opportunity to allocate funding to a couple of additional projects. If you have a project suitable for LCVAP which could be completed before the end of February (and have the governors' 10% contribution available) – please contact Mark Brunet to discuss how to take that forward. It would be a shame not to use funding which is available – and it doesn't get carried forward!
- Finally, a couple of things which crossed the desk over the summer:
  - a) a reminder that schools should consult their asbestos registers before commencing any intrusive work on buildings and, if in doubt, get a specialist to check;
  - b) school playing fields are usually owned by the Council, not the diocese, and it is worth having a conversation with them if the school is going to do anything out of the ordinary with the field, and last of all...
  - c) VAT is not recoverable on LCVAP works! It needs to be included in the costs.

## New Foundation Governor Appointment Process

In line with CES guidance the process for appointing Foundation Governors has been modified. The Foundation Governor Application Form has also been updated in line with this guidance and been 'rebranded' with Bishop Richard's crest.

Please note only new Foundation Governor Application Forms should be now be used. There will be a transition period while any existing completed Application Forms or those submitted during the Summer are processed.

**However, from 31st October 2015 onwards, only applications on the 'new' Application Form will be accepted.**

Changes to the process include:

- The addition of a general written reference as well as the Priest's written reference. (Email references will continue to be sought from the Headteacher and Chair of Governors).
- Any blank forms should be kept by the Clerk to Governors and/or the Parish Priest. (Forms can be obtained by request and in liaison with the diocesan Education Service).

The Process for Schools is as follows:

- New Governors should be sought through the Parish and school community in the first instance.
- Prospective Foundation Governors need to complete and return Application Forms to Marie Ryan – Director. (This can be done by the Clerk to Governors).
- On receipt of the completed Application Form, the form is checked by the Education Service.
- Reference letters are prepared and sent and emails sent to the Headteacher and Chair of Governors. (Note: If the Chair and Headteacher have not yet met with the prospective governor, it would be advisable to do so at this stage).
- The form is logged and the process tracked.
- When ALL references have been returned, the completed Application Form and all supporting documents are sent to the Vicar General for consideration on behalf of the Bishop.
- If approval is confirmed by the Vicar General, appointment paperwork is completed.

*Three documents are sent to the newly appointed Foundation Governor*

- Appointment certificate
- Certificate letter (from the Bishop)
- Letter from Marie (Director) (to include copy of Foundation Governor Induction Booklet)

*In addition letters are sent to the Clerk and Local Authority with details of the appointment.*

- Clerk letter
- LA letter
- The governor database is updated with the relevant information.

## New Key Stage 3 Religious Education Framework

Following the introduction of 'Come and See' in primary schools, '**People of God: Called to Serve**' is being developed with schools across the country by secondary advisers and CAFOD to provide a framework that enables teachers develop schemes of work/programmes of study at KS3.

Year 7 material, mapped against the Curriculum Directory, is now available. Full details and sample materials may be found at <http://www.peopleofgod.co.uk>

## Section 48 Inspections – Revised Inspection Framework

Following a diocesan review of Section 48 policy and practice, the Diocesan Education Service will be introducing from September 2015, a Revised Section 48 Inspection Framework for all schools in Arundel and Brighton. The new framework includes a revised policy statement on the timings of Section 48 Inspections (the interval within which Section 48 inspections are required to take place). Please find attached as an appendix to this edition of the *The Alpha Beta*, an information booklet explaining the changes to inspection policy and practice and additional information about training and documentation available to schools to support them in their preparations for inspection.

## Recruitment of Section 48 Inspectors

This year the Diocesan Education Service will be focusing on training and extending its pool of Section 48 Inspectors. Training will consist of a five day programme that includes both discrete training and in-school experience. Participants who complete the training will then be commissioned by Bishop Richard to undertake inspections across the diocese. The cost for training is £200.

Dates for the inspector training are as follows:

<u>Day 1</u>	Training Day at DABCEC	Wednesday 13 January 2016
<u>Day 2</u>	Inspection shadowing experience in schools	
<u>Day 3</u>	Training Day at DABCEC	Wednesday 25 May 2016
<u>Day 4</u>	Inspection shadowing experience in schools	
<u>Day 5</u>	Training at DABCEC	Wednesday 13 July 2016

For more information about becoming a Section 48 Inspector Training please visit the Education Service website or contact Bernadette Connor at the Education Service ([bernadette.connor@dabnet.org](mailto:bernadette.connor@dabnet.org) or 01293 511130).

## Diocesan Directory

Every year the Education Service sends a Diocesan Directory pro forma out to all schools for completion. This provides us with valuable up to date information about key members of school staff and contact details. All schools were sent a Diocesan Directory pro forma for completion in July 2015.

The extended deadline for returning this completed pro forma is Friday 11th September. After this date any amendments to the schools entry into the 2016 Diocesan Directory cannot be guaranteed. Please send the completed pro forma to [Kirsty.howell@dabnet.org](mailto:Kirsty.howell@dabnet.org).

## Grandparents Week

Just a reminder that Grandparents Week takes place from 27 September 2015 to 4 October 2015.

Katherine Bergin, Diocesan Adviser, Marriage & Family Life, writes: 'Those who have experienced this before will know what riches and pleasure this brings to the school community each year. Whether you choose to invite grandparents in for a day to share in a service or assembly, or whether you devote the whole week to a variety of different opportunities, each has remarkable benefits.'

'Grandparents play more and more of a vital role in sharing the faith with children and it is a wonderful opportunity for them to feel valued and to share their wisdom. Many communities invite honorary grandparents in; those elderly in the parish who perhaps don't have grandchildren nearby, or at all, which supports those children whose grandparents live too far away to participate or who may have died.'

As a record for after the event, please send any summary reports, photos, prayers from children that you are happy for Katharine to reproduce to [katherine.bergin@dabnet.org](mailto:katherine.bergin@dabnet.org).

## Upcoming Courses and Events

Full details of all Diocesan Education Service courses are listed in the CPD Handbook and are also available on the Diocesan Education Service website ([www.abeducationservice.org.uk](http://www.abeducationservice.org.uk)). As well as the Admissions Seminars listed previously, courses this month include:

<b>Taste &amp; See Meeting for Prospective Foundation Governors – 14 September 2015</b>	
Outline: The aim of this course is to welcome prospective Foundation Governors and provide an overview of the special duties placed on Foundation Governors in Catholic schools and the roles, responsibilities and expectations of governors working in our diocesan schools.	
Session times:	7.00 pm – 8.30 pm
Venue:	Christian Education Centre, 4 Southgate Drive, Crawley, RH10 6RP (DABCEC)
Target Audience:	New Governors, and in particular new Foundation Governors
Course leader:	Education Service Team
Cost:	There is no charge for this course

<b>Cross-Phase Retreat for Religious Education Co-Ordinators, Heads of RE and Chaplains – 18 September 2015</b>	
Outline: 'Called to Serve': A Day for Religious Education Co-ordinators and Subject Leaders. This is a day of reflection and spiritual development to support the ministry of leading and supporting religious education and formation in our schools.	
Session times:	9.30 am – 3.15 pm
Venue:	St Mary's Hall, Arundel
Target Audience:	Religious Education Staff and Chaplains
Course leaders:	Peter Ward – Secondary RE Adviser Sarah Feist – Primary Adviser: RE and Catholic Ethos Father Terry Martin – Vocations Director
Cost:	£60

<b>Support for School Chaplains with Bishop Richard (Day 1 of 3) – 23 September 2015</b>	
Outline: This provides a forum to discuss, support and explore challenges facing Chaplains in our Catholic schools. These meetings take place every term.	
Session times:	9.30 am – 3.00 pm
Venue:	Christian Education Centre, 4 Southgate Drive, Crawley, RH10 6RP (DABCEC)
Target Audience:	School Chaplains
Course leaders:	Dom Stephen Ortiger OSB – Chaplain Co-ordinator & Bishop Richard
Cost:	£30

<b>Independent Headteachers' meeting with Bishop Richard – 23 September 2015</b>	
Outline: Headteachers from our Independent schools are invited to DABCEC to meet with Bishop Richard and members of the Education Service. This meeting will provide an excellent opportunity to talk with Bishop Richard, to meet members of the Diocesan Education Service and to network with other Independent Heads from across the Diocese.	
Session times:	4.00 pm – 6.00 pm
Venue:	Christian Education Centre, 4 Southgate Drive, Crawley, RH10 6RP (DABCEC)
Target Audience:	Independent Headteachers
Course leader:	Education Service Team and Bishop Richard
Cost:	There is no charge for this course

<b>School Business Managers Forum – 28 September 2015</b>	
Outline: As part of the forum there will be a sessions on a topics (or topics) of relevance and interest to Business Managers. There will also be an opportunity to share best practice and problems confidentially with the group and there will be a networking opportunity.	
Session times:	10.00 am – 12.30 pm
Venue:	Christian Education Centre, 4 Southgate Drive, Crawley, RH10 6RP (DABCEC)
Target Audience:	School Business Managers
Course leaders:	Marie Ryan – Director of the Education Service Mark Brunet – Buildings Officer
Cost:	£30

<b>Cross-Phase Headteachers' Retreat Day and Mass with Bishop Richard – 30 September 2015</b>	
Outline: The aim of the day is to provide a day of reflection and spiritual nourishment for our Catholic leaders. Bishop Richard will lead the day focusing on 'Preparing the way for the Year of Mercy'.	
Session times:	10.00 am – 3.00 pm
Venue:	Worth Abbey
Target Audience:	Cross-Phase Headteachers
Course leaders:	Bishop Richard and the Education Service
Cost:	There is no charge for the retreat

### **Diocesan Education Service Website**

The Diocesan Education Service's new website ([www.abeducationservice.org.uk](http://www.abeducationservice.org.uk)) has been online since the beginning of January. We hope that you frequently visit the site and feel that the site has the content and functionality you need. We would welcome any comments/feedback you might have. Please address these to [kirsty.howell@dabnet.org](mailto:kirsty.howell@dabnet.org) in the first instance.

As mentioned previously, the facility is available on the website for schools to post any vacancies the school might have open. Many schools are already using this facility which can be accessed through the 'Recruitment' section of the Education Service website.

The website also looks to celebrate Catholic Education. We would therefore welcome schools submitting good news stories/photos which will be incorporated into the 'News' area of the website. To submit a story (and photo), please go to the 'Publications' section of the website.

We look forward to hearing from you!

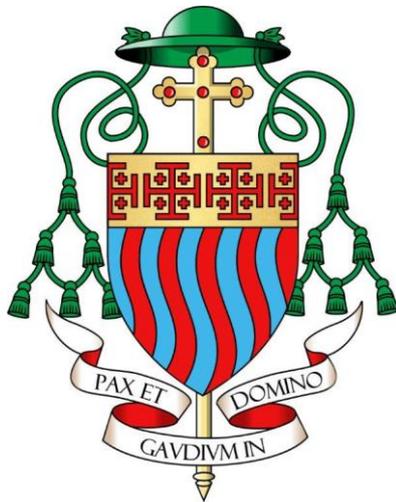
### **Vacancies**

<b>HEADTEACHER VACANCIES</b>	
<b>Post</b>	<b>School</b>
	<b>Primary</b>
Headteacher	St Anne's Catholic Primary School, Chertsey (Leanne Simpson, interim Acting Headteacher)
Headteacher	Annecy Catholic Primary School, Seaford (John Reynard, interim Executive Headteacher)
Headteacher	St Pancras Catholic Primary School, Lewes (Michelle Lord, interim Acting Headteacher)
Headteacher	St John's Catholic Primary School, Horsham (Dorothy Rollason interim Exec Head 3 days/wk)
Headteacher	The Marist Catholic Primary School, West Byfleet Juliette Kelly, interim

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

DIOCESE OF ARUNDEL AND BRIGHTON

**INFORMATION BOOKLET  
FOR SCHOOLS**



**SECTION 48  
REVISED INSPECTION FRAMEWORK**

September 2015

## Introduction

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All Catholic schools and academies (including Catholic independent and special schools) are subject to a diocesan inspection at least every five years. These inspections will be carried out by diocesan inspectors appointed by the bishop ([Education Act 2005](#)).

In July 2012, NBRIA (National Board of Inspectors and Advisers) produced revised guidelines for Section 48 Inspection in Catholic schools. In response to the new guidelines, the Education Service took the opportunity to review its existing policy and protocols for the inspection of diocesan schools and produced a new draft Revised Section 48 Evaluation Schedule, based on the NBRIA guidelines.

## Diocese of Arundel and Brighton Revised Section 48 Inspection Schedule

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During the academic year 2014-2015 schools scheduled to be inspected during the course of the year were invited to take part in a pilot using the draft revised framework. As a result of the pilot, an extensive range of materials has been developed by the Education Service to support schools and inspectors. Feedback from those involved in the pilot has been invaluable and revisions to the original draft framework, has ensured that our final Inspection Schedule is both cohesive and robust.

## Revised Policy Statement for the Timings of Section 48 Inspections

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As a consequence of changes to the statutory provisions governing school inspection under Section 5 of the Education Act 2005, Ofsted is no longer required to routinely inspect 'outstanding' schools. This, coupled with the further complexity arising when some outstanding schools could be brought back into the Section 5 inspection cycle (as a result of Ofsted's risk assessment of schools) means it is no longer practicable to run Section 5 and Section 48 inspections concurrently.

## What does this mean for Section 48 Inspection?

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The statutory position on the requirement for an inspection to be carried out as set in Section 48 of the Education Act 2005, has not changed. The Education (School Inspection) (England) Regulations 2009 (SI1564) set out the interval within which the inspections are required to take place is:

***'within 5 school years from end of the school year  
within which the last inspection took place'.***

All Section 48 inspections therefore, will now be scheduled independently from Ofsted's Section 5 schedules, with the timing being determined by the outcome of the school's last Section 48 inspection as exemplified below:

## Revised Schedule

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- Every school that were judged 'good' or 'outstanding' at their last Section 48 inspection will be scheduled for its next Section 48 inspection within 5 school years from end of the school year within which they were last inspected. For example, if a school was inspected at any time during the academic year September 2012- July 2013, the next inspection would be scheduled during the academic year September 2017 – July 2018. This means that an inspection should not normally take place at an interval of less than 5 years from the date of the previous inspection.
- Any school with a Section 48 inspection judgement that was less than 'good' will be scheduled for a Section 48 inspection at any point after 3 years from the date of its last Section 48 inspection, but no later than 5 school years from the end of the school year within which the last Section 48 inspection took place. For example, if a school was inspected under Section 48 in September 2012 the earliest it should be inspected again is September 2015. The latest date that the inspection could take place would be July 2018.

## Section 48 Inspections and Payment of Fees

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At present, the Diocese receives funding to carry out Section 48 inspections from the Department for Education. The funding covers a proportion of the inspection costs and the remainder is payable by the school once the inspection is completed and the report published.

In practice, the majority of primary schools will be inspected by 2 inspectors for one day and the majority of secondary schools will be inspected by 2 inspectors for two days. For each inspection a Lead Inspector (LI) and an Associate Inspector (AI) will be deployed to carry out the inspection.

## Academies

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Where an Academy is formally designated as having a religious character and delivers denominational education, this should be specified in the funding agreement for that Academy. The funding agreement should also specify the requirement for the Academy to arrange for the inspection of denominational education and collective worship to take place in line with the statutory position set out in Section 48 of the Education Act 2005 and the supporting regulations as specified above.

Where a school chooses to convert to Academy status, the date and the outcome of the last Section 48 inspection for the predecessor school will be used to determine the timing of the first Section 48 inspection of the Academy.

## New schools

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Where a new voluntary-aided or academy / free school opens, Section 48 inspection should be scheduled no earlier than 2 years and no later than 3 years from the date of opening. Thereafter, the timing of inspections should be in line with the general guidance above.

## Support for Schools

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Following the diocesan review of Section 48 policy and practice, the Education Service will be implementing the following in order to support schools in their preparations for Section 48 Inspections:

### Section 48 Handbook

A Section 48 Handbook will be produced for schools providing information about the Section 48 Inspection process; in particular, highlighting what happens on the day(s) of an inspection.

### Section 48 Self Evaluation Toolkit

A Section 48 Self Evaluation Toolkit will be available for schools as an aid to preparations for inspection. Training for Senior Leaders, Governors, Heads of RE and RE coordinators will be available – details of which can be found in the Course Booklet.

### Education Service Website

The Education Service website will have a section dedicated to Section 48 Inspection policy and practice and will include a range of documents relating to the inspection process. <http://www.abeducationservice.org.uk/>

### Recruitment and Training of Section 48 Inspectors

The Education Service will be extending its pool of trained Section 48 Inspectors. A revised selection system for the recruitment of inspectors will be introduced in September 2015. The term of office for newly appointed inspectors will be limited to a maximum period of three years.

Current Section 48 Inspectors will receive comprehensive training on the Revised Inspection Schedule and newly appointed Section 48 Inspectors will receive rigorous training in preparation for their role.

### Sharing Best Practice

At the end of each academic year, a detailed analysis of schools' Section 48 Inspection Reports will be carried out. The results of this analysis will be shared with schools and will be used to inform training requirements for Senior Leaders, Religious Education Coordinators / Heads of Religious Education and governors. Examples of best practice will be disseminated to schools.

### Section 48 training Courses 2015 -2016

Date	Course	Venue
Monday 7 September 2015	Section 48: Understanding the process and preparing the school community	DABCEC
Friday 15 January 2016		
Wednesday 13 April 2016		

Please visit the Education Service website for further details and to book.