



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



November 2015



## Director's Letter

Dear Colleagues,

*I hope you have enjoyed a refreshing half-term break and are feeling rested and re-charged for the busy lead up to Christmas! Thank you, as ever, to the schools which I have visited in these past four weeks and which have made me welcome.*

*As an Education Service we are trying to work as strategically as possible in order to best support schools and, to this end, in the past month we have had a number of important meetings with a variety of partners. These include (but are not limited to) meetings with - Bishop Richard; Trustees; the CES and other dioceses; various local authorities with regard both to place planning strategy and to Standards; some of the proposed cluster MATs; and with individual Governing Bodies on specific issues. In addition to these meetings, in October the Education Service also led Induction training for new Foundation Governors; pastoral visits to some new Headteachers (with pastoral visits to other new HTs to be arranged after half-term!); CPD days for Primary NQTs, Primary RE Co-ordinators, Deputy Heads and Assistant Heads; and LCVAP training for Heads, Chairs and School Business Managers.*

*As you are aware, the start of the Year of Mercy is fast approaching and we have planned an exciting and interesting launch day for Wednesday 9<sup>th</sup> December, at the Arora Hotel, Crawley to include inspirational key note speakers, creative Arts-based workshops and plenty of tangible, concrete activities and resources to take back into school. **The day is open to all Heads; Deputies; Assistant Heads; Heads of RE/ RE Co-ordinators and Chaplains, and we are very hopeful that every school will be able to send at least one member of staff.** I am delighted to report that some small schools are sending three members of staff! This level of commitment is very much appreciated and we are confident that everyone will derive great benefit from the day, regardless of phase, position or experience. Some of the workshop numbers have to be capped due to their nature (i.e. dance, etc) so please don't delay – please book ASAP to secure your place!*

*We have a number of CPD events coming up in the next few weeks, including training for governors on support and challenge in a Catholic school (16<sup>th</sup> November); Secondary Heads of RE (18<sup>th</sup> November); Formation for staff new to Catholic schools (19<sup>th</sup> November); Induction training for prospective and new Chairs of Governors (26<sup>th</sup> November); and the aforementioned Celebration to launch the Year of Mercy (9<sup>th</sup> December). We hope to see you there!*

*With very best wishes for this run up to Christmas and, as ever, with grateful thanks for all you do,*

Marie Ryan

## A note from the Primary Adviser for RE and Catholic Ethos

I would like to send a big thank you for the warm welcome I have had from the community of Arundel and Brighton Diocese.



In July, I left my class behind at St Mary Star of the Sea Catholic Primary School in St Leonard's to embark on my new journey as RE Adviser, and since September have been very busy visiting schools and preparing training to support them with the teaching, learning and assessment of RE.

I have been privileged to visit some fantastic schools and have encountered very warm and friendly teaching and support staff, who have made the transition from the classroom to my new role a smooth one.

The opportunity to introduce myself to many of the headteachers of our schools came during our Cross-Phase Retreat Day at Worth Abbey, where we had a lovely relaxing day away from the hustle and bustle of our daily school and office lives. Bishop Richard introduced the themes for the Year of Mercy that will begin on 8 December 2015 and encouraged 'Praying the Scriptures' through Lectio Divina. We ended the day with Bishop Richard leading Mass where we could all celebrate the gift of the Eucharist together. It was a calming and spiritual experience.

My aim by the end of the school year is to visit as many of our diocesan schools as possible so that you can put a face to my name.

Remember that I am here to support you and schools in being the best that they can be.

I look forward to meeting you over the coming year.

Sarah Feist

## Ofsted

The Director and Deputy Director of the Education Service recently attended a conference hosted by the CES and open to Diocesan Education Services from across England and Wales. Nationally, dioceses face similar opportunities and challenges and the opportunity to share knowledge, information, and strategies was invaluable. One of the many useful presentations was from a Catholic Headteacher (Southwark Diocese) who is an experienced, and current, Ofsted inspector. She highlighted key areas of the new Ofsted Framework, which I will share in more detail with the Secondary and Primary Headteachers' Associations for further dissemination. One of the key changes under the new Framework is the fact that when looking at the attainment and progress of SEND and disadvantaged pupils, in order to track progress a school needs to know how its children compare nationally with children of similar ability and/or similar starting points. Under the new Inspection Framework, it is not sufficient to rely on comparing children within the same school. This is a new development and one of which Heads and Governors need to be aware.

One of the other key points was the critical importance of the school website - this was repeatedly stressed. Your School Website is one area that is becoming increasingly important to an OFSTED Inspection of your School. Specifically, OFSTED will look at how you publish and maintain Statutory Content on your website and also assess the additional information you provide on your site for your School Community. Inspectors are *instructed* to review a School's website *prior* to undertaking their on-site inspection and as a result, these same inspectors will have already begun to form an opinion of each school, prior to their arrival. You can find out more about statutory content by clicking this link: <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

## Admissions – Important statutory dates for 2017 admission arrangements

The dates set in the 2014 Admissions Code that schools MUST comply with are:

1. If the school is amending its 2017 admission arrangements, the statutory dates for consultation now require governing bodies to consult for a 6 week period between **1 October 2015 and 31 January 2016**.

Technically speaking, the last date schools can go out for consultation would be 18 December 2015. However, with the Christmas holidays, schools might want to allow a bit longer than the six weeks if going out for consultation at that stage.

The stakeholders that schools are statutorily required to consult with are listed on page 18 of the Admissions Code (the Code can be accessed through the governor resources section of the Education Service website ([www.abeducationservice.org.uk](http://www.abeducationservice.org.uk))).

One of the 'groups' with which schools must consult is parents of children between the ages of two and eighteen. It should be noted that Adjudicators in cases nationally are closely monitoring that schools are taking this seriously and seeking to consult parents beyond just posting the admission arrangements on the school's website. Potential ways of consulting could include using parish newsletters, school newsletters, contacting associated nurseries, parent groups, community centres, resident groups etc.

2. Governing bodies have to now formally determine their 2017 admission arrangements by **28 February 2016**. Please note that the determination of admission arrangements by the governing body must be formally recorded.
3. Schools now have to send a copy of their determined arrangements to the local authority and to the Diocese, and post on the school's website by **15 March 2016**.
4. The deadline for objections to the Schools Adjudicator has now been moved forward to **15 May 2016**.

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 – Recent Adjudications

The determinations of three of the four schools in the Diocese that were objected to in the summer were published by the Adjudicator in the first week of November 2015. The fourth determination was published a few weeks previously.

For reference, the reports for St Joseph's Epsom, St Joseph's Redhill, St Peter's Leatherhead and St Dunstan's Woking can be found at

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>.

Some of the points picked up on include:

- The Adjudicator believes the ethos statement used in the preamble to the admission policy (as used in the Diocesan Guidance model policies) could be construed as being 'conditional'. While the Diocese does not necessarily agree with this, we will include alternative wording in an updated version of our Guidance on Admissions which will be published later in the academic year.
- Despite the extensive lengths that have been taken to point out to parents in the admission arrangements that completing the SIF is not mandatory, the Adjudicator has ruled against using 'ALL applicants' in various sections of the SIF.
- Although it was included to provide help to the priest, schools cannot ask on the SIF

- which Mass is attended (if this element is not used in the oversubscription criteria)
- If schools are using Mass attendance, the Adjudicator believes that a time period should be given for how long this is applicable for.
  - There needs to be a final tiebreaker when schools use distance and when, for example, two applicants might live equidistant from the school.
  - Schools should not ask on the SIF a general question of which parish the applicant lives in. The Adjudicator has said that schools can only ask whether the applicant lives specifically in the parish in question (ie used in the oversubscription criteria)
  - Schools should not have any criterion where the applicant is not a baptised Catholic above the 'Other looked after children category'.
  - The Adjudicators are looking for parish maps to be posted on the school's website. The Education Service is currently working on producing electronic versions. Some are ready now, with hopefully the balance complete by the end of the academic year.

If schools have any questions on the above, please contact Simon Parr ([simon.parr@dabnet.org](mailto:simon.parr@dabnet.org)).

### 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.

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

In addition, as mentioned 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

There was a good turnout for the training course on LCVAP held on 5 October. The presentation supporting the course can be found online on the Education Service website at: <http://www.abeducationservice.org.uk/ViewArticle/?section=Resources&id=359&subsect=HeadTeacherResources>

Notes are appended to the presentation, which also contains an outline of the priority in which applications will be ordered – this is worth looking at to ensure that your proposed project fits diocesan priorities.

**The deadline for applications for LCVAP is 11 December 2015.** Again, the application form is on the Education Service website at:

<http://www.abeducationservice.org.uk/ViewArticle/?section=Resources&id=356&subsect=HeadTeacherResources>

We look forward to receiving applications for projects which ensure that our schools are fit for educating our students in the best way possible. If you have any queries, please contact Mark Brunet, Buildings Officer ([mark.brunet@dabnet.org](mailto:mark.brunet@dabnet.org))

## Note to Clerks

Just an important reminder that as the Diocese appoints Foundation Governors, any resignations must be notified to the Diocesan Education Service as soon as possible, with a copy of the resignation in writing. This can be an e mail.

In order to ensure that are records are kept up to date, please also inform us inform us of other changes and appointments to the Governing Body e.g. Parent Governors, Staff Governors, Co-opted Governors etc.

Please also note that Friday 30 October 2015 was the last date that 'old style' Foundation Governor Application forms could be accepted. ALL new or re-appointment Foundation Governor Applications must now be submitted on the new form.

If you require any forms please contact Gill Sajnog ([gill.sajnog@dabnet.org](mailto:gill.sajnog@dabnet.org)).

## Living Wage Week

This week (Sunday 1st November – Saturday 7<sup>th</sup> November) is Living Wage Week. Each year Living Wage Week provides Living Wage employers the chance to celebrate the Living Wage. It is also when the new Living Wage rates are announced: (In London the new rate is £9.40 per hour; Outside of London the new rate is £8.25 per hour).

The Catholic Bishops' Conference of England and Wales passed a resolution in November 2012 in support of the Living Wage and called on all Catholic organisations to work towards implementing it:

*“The Bishops’ Conference recognises that fair wages are essential to the common good of our society. In accordance with Catholic social teaching, and as part of its mission to support the poor and vulnerable, the Bishops’ Conference fully endorses the principle of the Living Wage and encourages Catholic organisations and charities in England and Wales to work towards its implementation.”*

On Monday 2<sup>nd</sup> November Cardinal Vincent Nichols reaffirmed the Catholic Church's support for the Living Wage.

[Resources are available on the CES website](#) to support and encourage Catholic schools to work towards becoming Living Wage employers.

## Sharing the Good News!

We all need to spread the word about all the wonderful work going on in Arundel and Brighton schools! One very effective way of doing this is to invite your MP in to see first-hand the excellent work in your school. Inviting your local MP to visit your school is a great way to demonstrate the achievements of Catholic education in England and Wales, and for the MP to become more involved in education – and educational issues - within their local constituency. Once you have found the details of your MP, you can send them a letter or email inviting them to visit your school. It is worth being quite formal with your request or invitation. A letter from a senior member of the team is harder for an MP to turn down!

MPs generally spend Monday to Thursday in Westminster and Friday to Sunday in their constituencies, although this can vary. Friday is therefore a good day for MPs to visit schools in their constituency. The tool below allows you to search for your local MP and provides a template invitation letter which you can amend.

[http://www.catholiceducation.org.uk/images/Election\\_resouces/How\\_to\\_invite\\_your\\_MP\\_to\\_your\\_school.pdf](http://www.catholiceducation.org.uk/images/Election_resouces/How_to_invite_your_MP_to_your_school.pdf)

## Thank you!

Fergus Brotherton is retiring as Diocesan Financial Secretary at the end of this term after nearly thirty years of dedicated service to the Diocese. Fergus has been a great supporter of Catholic education and it is thanks to him that many schools have been able to undertake significant buildings projects over the years and/or have received loans from the diocese, etc, etc.

It is only fitting that we show our appreciation to Fergus for all that he has done for diocesan schools. To this end, the diocese is planning a number of tributes to Fergus. As part of this, schools will be contacted asking for photos and short reports in order to include in a forthcoming A&B News. Please contribute - Fergus has done a lot for diocesan schools, and it is now our turn to thank him accordingly.

## 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)). Courses this month include:

<b>Support &amp; Challenge in a Catholic School – Outstanding Governance – 16 November 2015</b>	
Outline:	This is a practical workshop for Governors looking at providing support and challenge and the use and interpretation of common sets of data. Participants will take part in practical activities intended to familiarise them with data in their role as Governors, in preparation for a Section 48 and/or Section 5 inspections.
Session times:	7.00 pm – 8.30 pm
Venue:	Christian Education Centre, 4 Southgate Drive, Crawley, RH10 6RP (DABCEC)
Target Audience:	Governors
Course leader:	Marie Ryan – Director of the Education Service Bernadette Connor – Deputy Director
Cost:	There is no charge for this course

<b>Secondary heads of RE CPD Day – 18 November 2015</b>	
Outline:	The first of three opportunities for colleagues to meet to promote further Religious Education in Secondary schools. Future meetings will take place on 20 January 2016 and 30 June 2016.
Session times:	9.30 am – 3.15 pm
Venue:	Christian Education Centre, 4 Southgate Drive, Crawley, RH10 6RP (DABCEC)
Target Audience:	Secondary Heads of Religious Education
Course leaders:	Peter Ward – Secondary RE Adviser
Cost:	£30

<b>Formation for Teachers New to Catholic Schools – 19 November 2015</b>	
Outline:	This is an opportunity to welcome experienced teachers who may be new to working in a Catholic school in the diocese so that they can become familiar with the range of support available from the Education Service, the mission of our Catholic schools and how they can contribute to the Catholic life of our school communities.
Session times:	9.30 am – 3.15 pm
Venue:	Christian Education Centre, 4 Southgate Drive, Crawley, RH10 6RP (DABCEC)
Target Audience:	Experienced teachers new to working in Catholic schools (not Newly Qualified Teachers)
Course leaders:	Sarah Feist – Primary Adviser, RE & Catholic Ethos Peter Ward – Secondary Adviser
Cost:	£60

### Induction Training for New Chairs of Governors – 26 November 2015

Outline:	
This session is intended as induction training for new Chairs of Governors, as well as refresher training for more experienced Chairs and outlines the roles, responsibilities and opportunities that the post entails.	
Session times:	7.00 pm – 8.30 pm
Venue:	Christian Education Centre, 4 Southgate Drive, Crawley, RH10 6RP (DABCEC)
Target Audience:	New Chairs of Governors and more experienced Chairs
Course leader:	Education Service Team and Keynote Speaker (TBC)
Cost:	There is no charge for this course

### Celebration to Launch the Jubilee Year of Mercy – 9 December 2015

Outline:	
This is an opportunity to gather as a family of diocesan schools to mark the beginning of the Jubilee Year of Mercy.	
Session times:	9.30 am – 3.15 pm
Venue:	Arora Hotel, Southgate Drive, Crawley, RH10 6LW
Target Audience:	Secondary and Primary Headteachers and Senior Leaders
Course leaders:	Education Service and Keynote Speaker (Margaret and Barry Mizen)
Cost:	There is no charge for this event

### Diocesan Education Service Website

The Diocesan Education Service's 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