



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



March 2020



Director's Letter

Dear Colleagues,

It is hard to believe that February half-term is already appearing on the horizon but time is flying by and we are almost half-way through another school year! It may already seem a long distant memory, but I hope each of you had the opportunity to relax and unwind over the Christmas holidays.

I am delighted to tell you that Trustees have generously agreed to part-fund the cost of undertaking a Masters in Leadership in a Catholic School at St Mary's University. Trustees will reimburse 1/3 of fees upon completion. This is a wonderful opportunity for middle and senior leaders to develop spiritually and professional, in recognition of the critical ministry undertaken by Catholic school leaders. I hope that Trustees' generosity and vision will encourage more staff from diocesan schools to apply for the course. If you would like to discuss this opportunity or would like further information, please do not hesitate to contact me. If you are a headteacher who would like to consider basing a course in your school or college and believe you can attract a group of 10 to 12 from you own community and neighbouring Catholic schools, please contact john.lydon@stmarys.ac.uk.

You can find more information at <https://www.stmarys.ac.uk/postgraduate-courses-london/catholic-school-leadership/modes.aspx>

Many staff will already have Masters level credits attached to their PGCEs. Please note that, in many instances, these M-level credits can be used as accredited prior learning and can count towards an MA in CSL. As many of you will know, we are delighted to be offering Masters level credits currently on our diocesan Middle leaders programme in conjunction with St Mary's University. We are very proud to be the first diocese in our region to have established this. We are equally proud that the diocesan programme is accredited as a stand-alone module within the MA in Catholic School Leadership, meaning that participants can gain 30 M-level credits upon submission of assessed work. As above, if you would like further information on our accredited Middle Leaders' programme, please do not hesitate to contact me.

Our Primary Headteachers' Conference is fast-approaching! Tuesday 11th February is only three weeks away and the day has been carefully designed to comprise informative and relevant themes for Primary leaders. Topics include, amongst others, RSE expectations and guidance; mental health and well-being; and insights into the new Ofsted inspection framework from Heads who have first-hand experience of the new Ofsted framework. If you have not yet done so, please ensure you have booked your place by contacting Claire Martin on claire.martin@abdiocese.org.uk We look forward to seeing you there!

With very best wishes for a happy, fulfilling and fruitful term,



Marie Ryan

DfE Guidance on COVID-19 (Coronavirus)

Below is the latest DfE Guidance on COVID-19 Coronavirus (as of the date of publication i.e. Tuesday 17 March 2020). Similar information is also available on our website www.abeducationservice.org.uk :

Following the Prime Minister's statement on COVID-19 (Coronavirus), all the latest information can be found here: <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

The government has issued new travel guidance for the education sector. **This advises against all overseas education trips for children under 18.** This does not apply to domestic trips, or overseas trips which are already underway. The full education travel guidance is available here: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/covid-19-travel-guidance-for-the-education-sector>

The DfE have asked that this information is shared as widely as possible, including the new education travel advice.

The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education and children's social care. Staff, parents and young people can contact this helpline as follows:

Phone: 0800 046 8687

Opening hours: 8am to 6pm Monday to Friday and 10am to 4pm Saturday and Sunday

If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the hotline.

Contacting the Education Service

SURVEY RESPONSE REQUESTED from Headteachers, chaplains and leaders of Religious Education regarding Prayer and Liturgy in Catholic Schools and Colleges

The Bishops' Conference of England and Wales is currently developing a Prayer and Liturgy Directory for Catholic Schools and Colleges.

It is envisaged that the Directory will be used to support and develop best practice in prayer and liturgy.

The Catholic Education Service and the Liturgy Office have convened a working group with representatives from NBRIA, ACCE and ATCRE. This survey is designed to help inform the working group and they would be very grateful for responses from headteachers, chaplains and leaders of Religious Education in the Diocese.

Please note: **This survey is scheduled to close at 7pm on Friday 20th March 2020.**

The password for the survey is PLD2020

The Survey Link is: <https://stmarys.onlinesurveys.ac.uk/consultation-1-pld>

Free RSE Training for Catholic Schools – funded by the DfE

The poster is titled 'Free RSE Training for Catholic Schools' and features logos for the Catholic Education Service, Ten:Ten Resources, and the Department for Education. It outlines the training modules, regional hubs, and booking information. The training is free and funded by the DfE.

Free RSE Training for Catholic Schools

The Catholic Education Service, in partnership with Ten:Ten Resources and the Department for Education, is providing training for teachers in Catholic primary and secondary schools on the new statutory RSHE (Relationship, Sex and Health Education) curriculum. The training is FREE.

The training will cover 6 modules:

- 1 RSHE Statutory Guidance
- 2 Teaching RSHE in a Catholic Context
- 3 RSHE Policy and Guidance
- 4 The Role of Parents
- 5 Breaking down the CES Model Curriculum
- 6 Resources and External Visitors

Schools can book on to the face-to-face training day [here](#).

For more information about the training hub days follow the link called 'Hub Day Information (pop-up window)'

NR: The training days are limited to one member of staff per school.

There are two ways to receive the training, either online or by attending a one day course at one of the four regional hubs. Please see the dates and locations below:

- 18th & 19th June: Bristol (SW)
St Teresa's Parish Centre,
Filton,
Bristol,
BS34 7PL
- 25th & 26th June: Wigan (NW)
Keatsley House,
Wigan Army Reserve Centre,
Canal Street,
Wigan,
WN6 7NQ
- 1st & 2nd July: Leeds (NE)
Wheeler Hall,
Leeds Cathedral and Pastoral Centre,
St Anne's Street,
Leeds,
LS2 8BE
- 9th & 10th July: Luton (SE)
Holy Ghost Parish Centre,
33 Westbourne Road,
Luton,
LU4 8JD

The online training can be used by SLT members, governors and class teachers, and will be available in the Summer Term 2020

The Catholic Education Service (CES), in partnership with Ten:Ten Resources and the Department for Education (DfE), is providing training for teachers in Catholic primary and secondary schools on the new statutory RSHE (Relationship, Sex and Health Education) curriculum. The training is free and funded by the DfE; it would benefit all schools to attend.

For schools in the South East the training will be held on 9th & 10th July 2020 at Holy Ghost Parish Centre, 33 Westbourne Road, Luton, LU4 8J.

Further information on the training can be found on the poster (see left).

We would encourage as many schools as possible to use their assigned place and send one member from each school. This can be either a Headteacher, Senior Leader, PSHE Lead, RE Coordinator or Governor.

Admissions – Thank you ... and reminder about admissions on the school website

Thank you to all schools for sending their final determined admission arrangements for 2021-22 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 2020. That date has now passed, so please do ensure that you have sent the admission arrangements to the LA and put your 2021-22 admissions policy and SIF on the school's website.

At this time, there should be three sets of admission arrangements on your school website: 2019-20; 2020-21 and 2021-22. Any admission documents prior to 2019-20 should be removed from your website.

If any questions/queries, please contact Simon Parr (simon.parr@dabnet.org) or 01293 511130.

Buildings & Finance Matters

Buildings

LCVAP 2019 – 2020 (this year).

Many thanks to all those who worked hard to get their claims for capital funding payments in by the deadline – we believe that every pound possible was claimed!

LCVAP from 2020 onwards - now School Condition Allocation (SCA).

Schools who were successful in their bids for funding for 2020 – 21 have been notified. We will be able to allocate further monies when we have formal confirmation from the ESFA of the total amount that they calculate should be available. This is unlikely to be until the end of March.

Funding opportunities

East Sussex CC publish a monthly newsletter “Funding News” – it is free to subscribe. Sometimes there is the odd nugget – here’s one from the March edition...

Schools, colleges and community groups can apply for grants to Blue Spark Foundation for a wide range of projects. The Foundation value academic, vocational, artistic and sporting endeavour in equal measure but are particularly keen to support projects which will help enhance the self-confidence, team working skills and future employability of children and young people.

Many grants will be under £2,000, most will be under £5,000 and only in a few cases will grants exceed £10,000. Projects which could be supported include drama, music, sport, art and design, debating, public speaking, academic education, vocational training, community projects, enterprise projects and educational excursions. This list is illustrative and not exclusive as to the types of project that the Foundation support.

Email: contact@bluesparkfoundation.org.uk

As always, it is definitely worth checking that your project aligns with the aims of any grant-funder – and that the project you are considering is one which arises from the needs of the school.

Mark Brunet, Buildings Officer contact: Mark.Brunet@abdiocese.org.uk

CES Census 2020

The CES Schools Census ran from 14 January to 14 February 2020. We are both delighted and appreciative that all schools promptly completed this and as a result managed a 100% return rate for Arundel and Brighton Diocese.

We would like to thank all schools for their help with this.

Note to Clerks

- The Education Service should receive the minutes of the full Governing Body/Local Governing Committee meetings and any Headteacher report to the Governors on a termly basis. We should by now be in receipt of the Autumn Term 2019 minutes, thank you to all those who have already sent these, if not please submit as soon as possible. Please send these electronically to gill.sajnog@abdiocese.org.uk.

- The Education Service is reviewing the Governor Strategy with one particular focus on Governor training. Please keep looking at the Education Service Website for updates and new Governor training initiatives. www.abeducationservice.org.uk/

Please note the venues for the Summer Term Clerks briefings. Please make every effort to attend one of these briefings. Mark Brunet will be presenting on School Buildings Funding, and there will be other relevant agenda items.

Clerks Briefings

Tuesday 2nd June 2020
10.00 – 12.00

Regional – St Joseph’s Catholic Primary School, Guildford

Tuesday 9th June 2020
10.00 – 12.00

Regional – Cardinal Newman Catholic School, Hove

- Schools have recently changed their email addresses for staff, in the main supplying all employees with a school email address. Please make sure that we have up to date contacts for you, email most importantly but a contact phone number as well.

- A further reminder that:-
The Foundation Governor Application Form is now available for download from the Education Service website.

<https://www.abeducationservice.org.uk/ViewArticle/?section=Resources&id=963&subject=Governor%20Resources>

This is located in the Governor Resources section of the Education Service website.

Please make sure that all areas of the form are completed in full. The completed application form should be sent to:

Marie Ryan, Director - Diocesan Education Service, St. Philip Howard Centre, 4 Southgate Drive, Crawley, West Sussex RH10 6RP.

The process for appointing a foundation governor remains unchanged, hard copy forms are still available on request if required.

The Diocesan Secondary School Pilgrimage – 19 October 2020



The feast of St Philip Howard is celebrated on Monday 19th October 2020. The Diocesan Secondary School Pilgrimage is planned to take place on one of the days during that week. The pilgrimage is a chance for our all our Secondary schools to come together during Holy Mass and

an opportunity to celebrate the funds our schools have collected for the Crisis Fund.

Further details will be made available to schools as soon as they are available.

Education Website

Please do ensure you regularly visit the Diocesan Education Service website at www.abeducationservice.org.uk.

This provides up to date information on CPD courses and events, publications such as The Alpha Beta, Ablaze (Newsletter for RE Subject Leaders and Heads of Department), resources for headteachers, governors, Academies, clerks on many areas such as buildings, admissions, RE, Ofsted reports, CSI reports etc., as well as other news.

Upcoming Courses and Events

SUMMER TERM 2020

APRIL					
Wednesday	22	Catholic School Inspection	Preparation for a Catholic school inspection	9.30 – 12.30	St Philip Howard Centre
MAY					
Friday	1	Leadership Development	Middle Leaders' Day (Day 3)	9.30 – 15.15	St Philip Howard Centre
Tuesday	5	Primary RE	'Come and See' Planning	9.30 – 15.15	St Philip Howard Centre
Wednesday	6	Chaplains	Support for School Chaplains	9.30 – 15.15	Worth Abbey
Monday	18	Governors	Aspiring Chairs of Governors	18.30 – 20.30	St Philip Howard Centre
Tuesday	19	Primary RE	RE Coordinators' Day (Day 3) Self-Evaluation in RE - Creating effective action plans	9.30 – 15.15	St Philip Howard Centre
JUNE					
Tuesday	2	Clerks to Governors	Briefing and training for Clerks to governors (Regional)	10.00 – 12.00	St Joseph's School Guildford
Wednesday	3	Primary / Secondary RE	Effective transition from Year 6 to Year 7	9.30 – 15.15	St Philip Howard Centre
Tuesday	9	Clerks to Governors	Briefing and training for Clerks to governors (Regional)	10.00 – 12.00	Cardinal Newman School Hove

Wednesday	10	School Business Managers	School Business Managers' Forum	10.00 – 12.30	St Philip Howard Centre
Monday	15	Governors	Induction training for new Foundation Governors	18.30 – 20.30	St Philip Howard Centre
Wednesday	17	Good Shepherd Celebration	Good Shepherd Celebration for Primary Schools	11.30 – 13.30	Worth Abbey
Thursday	18	Secondary RE	Aspiring Heads of Department	9.30 – 15.15	St Philip Howard Centre
JULY					
Wednesday	1	Rainbows	Rainbows training for Rainbows Facilitators	9.30 – 15.15	St Philip Howard Centre
Tuesday	7	Primary RE	NQT Induction (Day 3)	9.30 – 15.15	St Philip Howard Centre
Monday	13	Governors	Outstanding Governance: Measuring Impact	18.30-20.30	St Philip Howard Centre
Thursday	16	Secondary RE	Secondary Heads of Department (Day 3) Working with teachers new to teaching RE in September	9.30 – 15.15	St Philip Howard Centre

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:
Paul Barber Headteacher	Our Lady of Lourdes Catholic Primary School, Rottingdean	January 2020

Damien McKeever Headteacher	St Mary Magdalene Catholic Primary School, Bexhill-on-Sea	April 2020
Adam Powell Interim Headteacher	St Bede's, Redhill	September 2020

Current Vacancies

Headteacher Vacancies		
	School	With Effect From:
PRIMARY		
Headteacher	St Bernadette's Catholic Primary School, Brighton	September 2020
Headteacher	St John's Catholic Primary School, Horsham	September 2020
SECONDARY		
Headteacher	Cardinal Newman Catholic School, Hove	September 2020

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